

# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **Thursday, 7 July 2022**  
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 - 6)**

The Executive is asked to approve the minutes of the meeting held on 26 May 2022.

**3. Disclosures of Interest**

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

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

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

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

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

**4. Selby Town Centre Design Guide (E/22/7) (Pages 7 - 106)**

To consider E/22/7 and approve the Selby Town Centre Design Guide for publication.

**5. Outcomes of the trial of alternative fuel to fossil diesel (E/22/8) (Pages 107 - 118)**

To consider and note the contents of report E/22/8 and refer the trial outcomes to North Yorkshire Council for consideration when markets and price differentials return to pre-2022 levels.

**6. Corporate Performance Report - Quarter 4 2021/22 (January to March 2022) (E/22/9) (Pages 119 - 150)**

To consider report E/22/9, the Corporate Performance Report for Quarter 4 2021-22.

**7. Programme for Growth - Review of Projects and Funding Re-allocation (E/22/10) (Pages 151 - 166)**

To consider report E/22/10 which sets out the reallocation of funding within the Programme for Growth Programme to support delivery of approved multi-year projects, to ensure the key staff needed to deliver these are funded beyond March 2023 and that Selby's key priorities continue to be delivered into the new North Yorkshire Council.

**Appendix B to the report is not for publication as it contains exempt information under Paragraphs 3 of schedule 12A to the Local Government Act 1972 as amended.**

**8. 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.

**9. Programme for Growth - Review of Projects and Funding Re-allocation - Appendix B to (E/22/10) (Pages 167 - 170)**

Appendix B to agenda item 7 – Programme for Growth – Review of Projects and Funding Reallocation (E/22/10). Not for publication.

*Janet Waggott*

**Janet Waggott  
Chief Executive**

<b>Date of next meeting</b>
Thursday, 4 August 2022 at 4.00 pm

For enquiries relating to this agenda please contact Victoria Foreman, on [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)

### **Recording at Council Meetings**

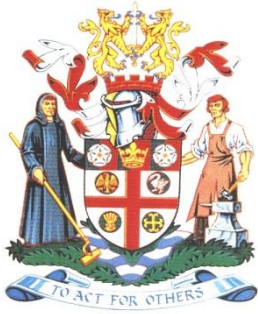
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# Agenda Item 2

## Selby District Council



## Minutes

### Executive

Venue: Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Thursday, 26 May 2022

Time: 4.00 pm

Present: Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan

Officers Present: Janet Waggott – Chief Executive, Alison Hartley – Solicitor to the Council, Karen Iveson – Chief Finance Officer, Pete Williams – Head of Finance, Sharon Cousins – Licensing Manager, Caroline Skelly – Planning Policy Manager, Will Smith – Planning Policy Officer, Victoria Foreman – Democratic Services Officer,

NOTE: Only minute numbers 4 to 9 are subject to call-in arrangements. The deadline for call-in is 5pm on Friday 17 June 2022. Decisions not called in may be implemented from Monday 20 June 2022.

#### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 2 MINUTES

The Committee considered the minutes of the meeting held on Thursday 7 April 2022.

#### RESOLVED:

**To approve the minutes of the meeting held on Thursday 7 April 2022.**

### **3 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

### **4 HEART OF YORKSHIRE VISITOR ECONOMY STRATEGY REFRESH (2022 - 2025) (E/22/1)**

The Executive Member for Health and Culture presented the report which gave details of the refresh of the Council's Visitor Economy Strategy 2022 – 2025 which aimed to promote Selby District as a Great Place to Live and a Great Place to Grow. This meant using what set the District apart and made it special to attract visitors, to improve quality of life for residents and to encourage investment.

Members expressed their support for the work of Officers which had been stalled by the coronavirus pandemic.

The Executive Member endorsed the Visitor Economy Strategy Refresh 2022 – 2025 for agreement by the Executive.

#### **RESOLVED:**

**The Executive agreed the Visitor Economy Strategy Refresh 2022 - 2025.**

#### **REASON FOR DECISION:**

*The Visitor Economy Strategy Refresh 2022 – 2025 was required to secure a strategic focus for the development of the district's visitor economy. It will enable the Council to move through Local Government Reorganisation with clear intent for delivery of Visitor Economy priorities, ensuring the ambition and needs of the sector are recognised and understood*

### **5 ADOPTION OF CONSERVATION AREA APPRAISALS FOR SELBY TOWN, TADCASTER, APPLETON ROEBUCK, BRAYTON, CAWOOD, HEMINGBROUGH, MONK FRYSTON AND RICCALL (E/22/2)**

The Executive Member for Place Shaping presented the report which detailed the review of the Conservation Areas to fulfil the Planning (Listed Buildings and Conservation Areas) Act 1980 and to help to inform the preparation of the Selby District Local Plan. Conservation Area Appraisals had been undertaken in Selby Town, Tadcaster, Appleton Roebuck, Brayton, Cawood, Hemingbrough, Monk Fryston and Riccall.

The Conservation Area Appraisals would be considered by Council at its July 2022 meeting; the Executive were being asked to recommend their adoption to Council.

Members agreed that the development of such areas was not always easy and that further work by the consultants had been required.

The Executive Member commended the Conservation Area Appraisals to the Executive for recommendation to Council.

**RESOLVED:**

**The Executive recommend to Council that the Conservation Area Appraisals be adopted.**

**REASON FOR DECISION:**

*To fulfil the statutory requirements set out in the Planning (Listed Buildings and Conservation Areas) Act 1980 and provide a sound basis for planning decisions which may impact Conservation Areas.*

**6 FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 31ST MARCH 2022 (E/22/3)**

The Executive Member for Finance and Resources presented the report which set out financial performance of the Council as at the end of the 2021-22 financial year.

Officers advised the Executive on the additional technical adjustments that would be required relating to the Housing Revenue Account (HRA) and the Collection Fund Accounts. It was proposed that in addition to the recommendation, it be delegated to the Chief Finance Officer in consultation with the Executive Member for Finance and Resources to make further technical adjustments in the finalisation of the 2021-22 accounts.

The Executive noted that the HRA capital programme was underspent in 2021-22 and agreed that carrying forward the underspend to fund works on energy efficiency and home insulation in the Council's housing stock was appropriate.

**RESOLVED:**

**1. That Members approve:**

- i) the revenue General Fund and HRA carry forward proposals totalling £1,517.2k and £18.6k respectively as set out in Appendix E.**
- ii) the capital General Fund and HRA carry forward proposals totalling £427.1k and £525.2k respectively as set out in Appendix E.**

- iii) the carry forward of the Programme for Growth funds as set out in Appendix D totalling £2,034.0k.
  - iv) the surplus on the General Fund be transferred to the Business Rates Equalisation Reserve.
  - v) the HRA surplus be transferred to 'HRA Major Repairs Reserve to support the future capital programme.
  - vi) a virement from the covid contingency of £91.59k is proposed in 2.4 to cover the additional financial support required for the leisure service.
2. That the Chief Finance Officer, in consultation with the Executive Member for Finance and Resources, be authorised to make further technical adjustments in the finalisation of the 2021-22 accounts.
3. That the HRA capital programme underspend be carried forward for home insulation and energy efficiency works to the Council's housing stock.

**REASON FOR DECISION:**

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

**7 TREASURY MANAGEMENT - QUARTERLY UPDATE Q4 2021/22 (E/22/4)**

The Executive Member for Finance and Resources presented the report which reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1 April 2021 to 31 March 2022 and presented performance against the Prudential Indicators.

The Lead Executive Member for Finance and Resources explained that this was the final monitoring report for treasury management in 2021/22 and during this period the Council had complied with its legislative and regulatory requirements. The report included updates on the performance of the Council's NYCC pool and property funds, borrowing and the Council's affordable limits for borrowing, which had not been breached in the period.

The Executive Member endorsed the report's recommendation to the Executive for agreement.

**RESOLVED:**

**The Executive endorsed the actions of Officers on the Council's treasury activities for Q4 2021/22 and approved the report.**

**REASON FOR DECISION:**

*To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular treasury management monitoring reports.*

**8 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976, SECTION 65 - INCREASE OF HACKNEY CARRIAGE MAXIMUM FARES (FUEL CAP) (E/22/5)**

The Executive Member for Health and Culture presented the report which sought authority to carry out an informal consultation with the Hackney Carriage Trade (HC), on a proposed maximum fare charge, prior to a full consultation being carried out, after the consultation responses had been considered.

Members noted that three requests had been made to the Licensing Authority asking to consider a fare increase due to rising fuel costs, which was likely to continue for the foreseeable future. The last fare increase took effect on the 1 April 2019.

The Executive Member endorsed the report's recommendation for agreement.

**RESOLVED:**

**To authorise an informal consultation on the proposed taxi fare increase (fare cap), in line with the increased proposal for Harrogate, which would comply with harmonising fares in North Yorkshire ready for Local Government reorganisation (LGR).**

**REASON FOR DECISION:**

*The need to align the taxi fares with the other districts within North Yorkshire under Local Government reorganisation.*

**9 EXECUTIVE APPOINTMENTS TO OUTSIDE BODIES 2022-23 (E/22/6)**

The Leader of the Council presented the report which informed the Executive of the proposed representatives for 2022-23 on Outside

Bodies which it appointed and sought approval of the proposals.

Members noted that under Executive arrangements, the responsibility for appointing representatives on Outside Bodies was split between the Executive and the Council; the Executive were asked to consider the appointments within its remit. There was just one vacancy on the Davnm Drainage Board. There had been no expressions of interest for the post, but Members had been asked to notify the Executive if they wished to be appointed to the organisation.

The Executive discussed the appointments as well as several amendments.

**RESOLVED:**

**1. The Executive approved the appointments to Outside Bodies as set out at Appendix A to the report, subject to the following amendments:**

- **Ouse and Derwent Internal Drainage Board – remove Councillors M Crane and R Musgrave and replace with Councillors G Ashton and C Richardson;**
- **Selby Area Internal Drainage Board – remove Councillors C Lunn and D Buckle and replace with Councillors G Ashton and C Richardson;**
- **add Councillor R Musgrave as Councillor M Crane’s substitute on the York, North Yorkshire, East Riding LEP Infrastructure and Assets Board; and**

**2. authorise those appointed to act on behalf of the Executive in accordance with the legal and constitutional requirements of both the Executive and the outside body.**

**REASON FOR DECISION:**

*To ensure the Council is represented on outside bodies as necessary in 2021/22.*

The meeting closed at 4.35 pm.

# Agenda Item 4



**Report Reference Number:** E/22/7

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**To:** Executive  
**Date:** 7 July 2022  
**Status:** Non-Key Decision  
**Ward(s) Affected:** Selby Town  
**Author:** Eleanor Cooper - Selby High Street Heritage Action Zone (HSHAZ) Project Manager  
**Lead Executive Member:** Councillor David Buckle – Executive Lead for Communities and Economic Development  
**Lead Officer:** Martin Grainger – Interim Head of Regulatory Services

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**Title:** Selby Town Centre Design Guide

**Summary:**

The Town Centre Design Guide has been developed to help Council officers, building owners and tenants, and professional agents working in Selby understand the historic character of Selby town centre; how buildings can be improved through appropriate design schemes which reflect this character, and subsequently allow for appropriate and confident decisions to be made in planning development.

The Town Centre Design Guide is an informal document for guidance in making decisions regarding sites of heritage interest in Selby. The intention is that it provides the basis for a Supplementary Planning Document (SPD) following the completion of the Local Plan.

The Design Guide has been prepared as part of the Selby High Street Heritage Action Zone (HSHAZ) and will be used throughout the HSHAZ project to assist in developing the repair, conservation, and sensitive new development to buildings and the streetscape in Selby town centre. As an informal planning document, it will also be used to inform decisions on applications with heritage interest in Selby.

## **Recommendation:**

**That the Executive approve the Selby Town Centre Design Guide for publication, as set out at Appendix 1.**

## **Reasons for recommendation**

The document will provide a robust guidance to Council planning teams when considering development in Selby town centre.

### **1. Introduction and background**

- 1.1** The HSHAZ is a four-year programme funded by Historic England, which began in July 2020 and runs until the end of March 2024.
- 1.2** The project aims to create a greater depth of understanding of the layers of our town history and apply this to our planning policy to inform the scope and delivery of capital projects throughout the programme and beyond.
- 1.3** It also includes a series of capital based public realm projects, exemplar property improvement projects, and a community programme of events and activities.
- 1.4** The Design Guide will be used throughout the HSHAZ project to assist in developing the repair, conservation, and sensitive new development to buildings and the streetscape in Selby town centre. We look also to upskill planning officers and local heritage and community groups in best practice approaches.

### **2. Selby Town Centre Design Guide**

- 2.1** In May 2021 Donald Insalls were commissioned by the Council to write the Town Centre Design Guide as part of the HSHAZ project.
- 2.2** The Design Guide was drafted by the Insalls team and reviewed by internal Council planning teams throughout.
- 2.3** The guidance sets out how the context in which the building or site sits is key to adhering to the conservation principles, and how the heritage and character of our local area can be incorporated into new design.
- 2.4** The Selby Town Centre Design Guide includes specific details regarding the character of Selby, and general principles on how to maintain and repair historic features, how to consider new design in the historic setting, and a strategy for considering the public realm in design development.
- 2.5** From these principles, the document then gives illustrative examples of how we repair elements of our historic buildings, looking in detail at elements such as doors, windows, and shopfronts, and what can be done to improve what we have that survives in Selby.
- 2.6** The Town Centre Design Guide also sets out how to consider the impact of new development in a historic setting, how to incorporate new design into the historic



town centre, and how the choice of materials, colours, and textures can also have a positive or negative impact on the appropriateness of the proposed change.

**2.7** The same considerations of maintenance of historic designs and appropriateness of change are also applied to how we look after the streetscape and landscapes of Selby town centre. The Design Guide sets out these principles and how they are to be applied in the context of Selby's historic character, looking at details such as street furniture, lighting, road surfaces, and signage.

**2.8** The Town Centre Design Guide intends to provide high level guidance for those influencing the maintenance and development of Selby town centre and illustrate in detail how these can be specifically applied to Selby and its historic environment.

**2.9** The final Town Centre Design Guide was completed in January 2022 and is proposed to be published on the Council's website.

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

**3.1** None.

### **4. Implications**

#### **4.1 Legal Implications**

As the guidance is informal there are not considered to be any legal implications.

#### **4.2 Financial Implications**

The Town Centre Design Guide has been undertaken within approved P4G budget and supported by grant funding from Historic England in the HSHAZ project.

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

None.

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

The Town Centre Design Guide provides a sound evidence base to help inform the emerging Local Plan or planning applications and will help the Council to deliver its Corporate Plan objectives to make Selby a great place to do business and to enjoy life.

#### **4.5 Resource Implications**

The Town Centre Design Guide has been undertaken within P4G resources as part of the HSHAZ project.

#### **4.6 Other Implications**

None.

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

None.

**5. Conclusion**

- 5.1** That the Executive recommend to the Council that the Selby Town Centre Design Guide be published and made publicly available.

**6. Background Documents**

Historic England – [Conservation Principles, Policies and Guidance](#) (2008)

**7. Appendices**

Appendix 1 – Selby Town Centre Design Guide

**Contact Officer:**

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NEW  
STREET  
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# Donald Insall Associates

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## Document Guidance

 The digital version of this document features interactive navigable elements which allow users to easily locate the relevant topic areas, whilst also making its contents more 'accessible' to the wider community. You can skip to each topic by clicking on the topic on this contents page, return back to the contents using the Contents button, follow a link to the relevant appendix highlighted in the text, and skip back to the previously viewed page using the Back button.



# 1.0 Introduction



## 1.1 What is the Selby Town Centre Design Guide?

The purpose of this Design Guide is to assist:

**Building owners and tenants** – providing easy to use guidance on external improvements to buildings which will sensitively upgrade buildings and bring underutilised / empty buildings back into use.

**Professional agents** – such as architects and project managers to successfully design schemes which reflect the heritage and character of Selby town centre.

**Council officers** – to understand the character of Selby town centre and make appropriate and confident decisions in line with an agreed framework.

It is intended that the Design Guide will be adopted as a Supplementary Planning Document. It will help determine planning applications for development within Selby's town centre alongside the emerging Local Plan and national planning policy.



*View of Gowthorpe, Selby, c.1920s  
(Claude William Jamson Collection,  
Hull Local History Centre)*



## 1.2 Brief History of Selby

Selby's origins are, to some extent still disputed, however the settlement was used from the Roman period onwards. The formation of the Abbey in 1069 considerably spurred its development and supported its growth as an inland river port and as a key trading centre between the 12<sup>th</sup> and 14<sup>th</sup> centuries. The medieval burgage plots and 'Abbot's Staith' (warehouse) were established in during this time.

During the 18<sup>th</sup> and 19<sup>th</sup> centuries, the town flourished as a result of trade and shipbuilding. The waterfront, canal and railway lost their prominence during the latter parts of the 20<sup>th</sup> century and early-21<sup>st</sup> century, which has resulted in some development pressures and inappropriate development.

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*View from Selby Canal, Selby, c.1920s  
(Claude William Jamson Collection, Hull  
Local History Centre)*



## 1.3 Designations

### 1.3.1 Selby Town Conservation Area

Selby town centre has been designated as a conservation area to help maintain and enhance its significant history and character. *The Selby Town Conservation Area Appraisal* (hereafter referred to as the *Appraisal*) outlines the history of the area, explains what makes the conservation area special and identifies the elements which contribute to its character and special interest, and those which do not; it also provides recommendations for the area's management.

#### Summary of Special Interest

Selby Town Centre represents the core of the historic market town and river port of Selby. The key features of its special historic and architectural interest, which reflect its religious, commercial and industrial history, are experienced as:

- The medieval core, including medieval burgage plot boundaries and road system;<sup>1</sup>
- The central role of the Abbey church in the town's history and form;
- Good examples of vernacular and urban architecture from the 18<sup>th</sup> and 19<sup>th</sup> centuries;
- The relationship with the sweeping River Ouse, its historic quays and river crossings;

- The survival of industrial buildings and townscape character associated with the river port and transshipment of goods, such as the early-20<sup>th</sup> century Westmill flour mill;
- The presence of one of the oldest mainline railways in the world.<sup>2</sup>

#### Character Zones

The Appraisal divides the conservation area into eight 'character zones' as shown on the following page, which are used to identify notable variances in spatial patterns, architectural character, landscape and townscape qualities. For full descriptions of their particular character see Section 3.5 of the *Appraisal*. Within these zones are a series of formal high street areas, ecclesiastical precincts and sites, secondary residential streets, informal and semi-industrial backland areas, parks / public spaces and the peripheral historic industrial / modern commercial areas bound by the river and canal.

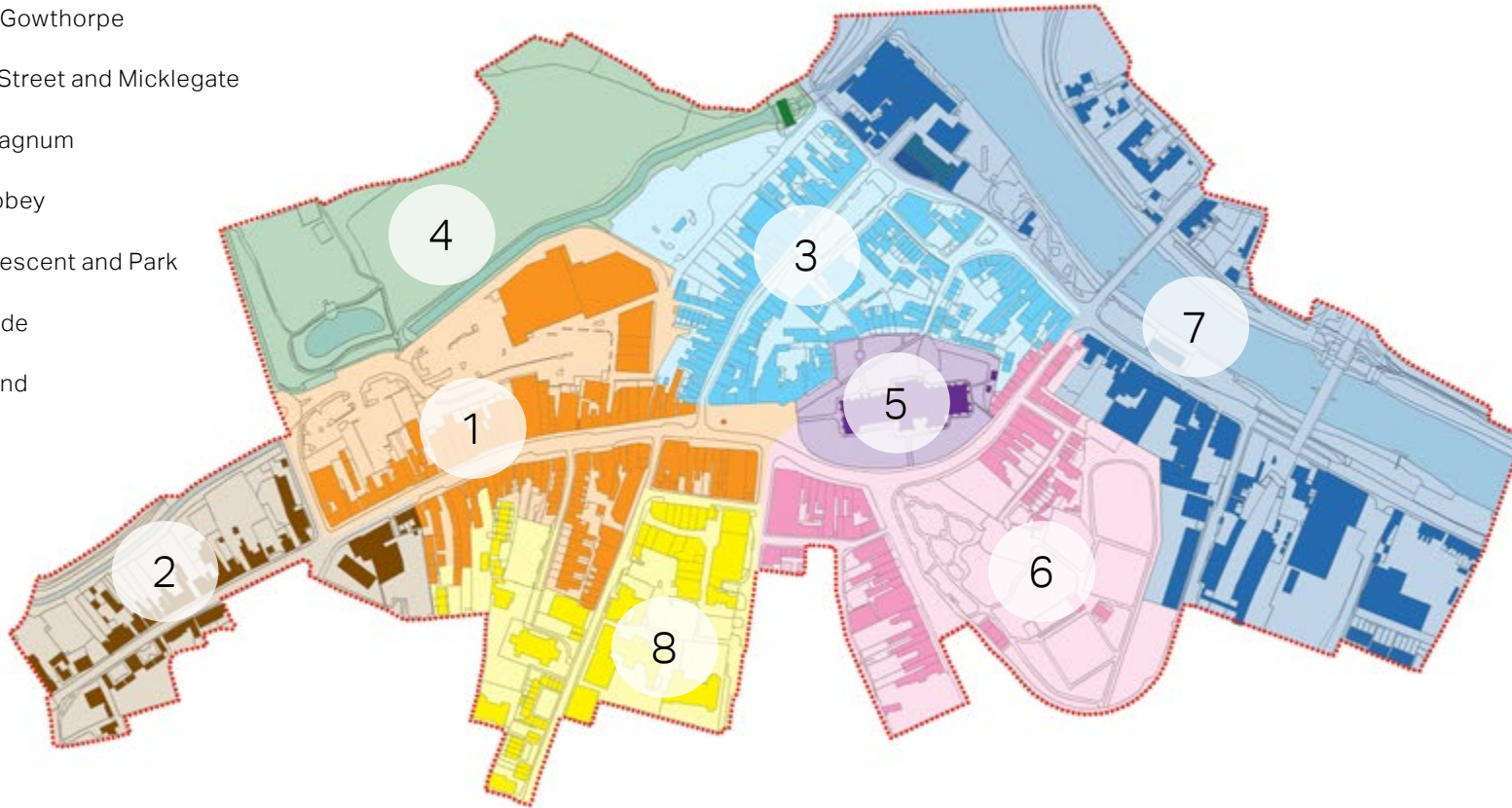
1 Burgage plot - The property owned by a burgess in a medieval town. As burgesses congregated around the marketplace (see markets) and main streets, space at the front was at a premium. Burgage plots are therefore characteristically long and narrow, with a row of outbuildings stretching to the rear of the house and shop.

2 SDC / Alan Baxter Associates, 2020, p2

# Character Zones

## Key

- ..... Selby Conservation Area Boundary
- Lower Gowthorpe and Market Place
- Upper Gowthorpe
- Finkle Street and Micklegate
- The Stagnum
- The Abbey
- The Crescent and Park
- Riverside
- Backland



### 1.3.2 Designated and Non-Designated Heritage Assets

Selby's town centre contains a high concentration of listed buildings, one scheduled monument and a conservation area. This means that these buildings and area are protected by planning law for their special historic and/or architectural interest, and it is important that alterations to these structures and their setting do not adversely affect their significance.

A building's designation can be found on National Heritage List for England (NHLE), found on Historic England's website or the *Appraisal*, both are available online via the links provided within [Section 7](#). It is important to note that the listed building descriptions on Historic England's website are used for identification purposes only and do not cover everything under the listing and that the listing designation covers the interior as well as the exterior of the structure.

The town centre also contains non-designated heritage assets, which have a degree of significance requiring consideration in planning decisions, but which do not possess the required level of 'special interest' that would merit designation at the national level, e.g. listing.<sup>3</sup>

3 The Appraisal identifies a number of key / landmark buildings which would fit in this category and recommends that a full local list of heritage assets is compiled to assist in their identification.

# Designated Heritage Assets and Landmarks

## Key

..... Selby Conservation Area Boundary

● Listed Building

● Scheduled Monument

★ Landmark



## 1.4 Permissions

Making changes to a historic building can enhance its special interest or contribution to the character of the conservation area but some alterations can have a negative and long-lasting impact. The design process should therefore be approached in a logical way in order to develop appropriate proposals and to avoid unnecessary delays - see [Appendix III](#).

### 1.4.1 Heritage Advice

To get certainty on whether the proposals require planning permission or listed building consent, please contact the local planning authority.

If proposals affect a heritage asset (Listed Building, Conservation Area, Scheduled Monument, Battlefield or Non-designated heritage asset) a Heritage Statement will be required to be submitted with the planning or listed building application.

Heritage Statements set out the historic development of a site and surrounding area, identify heritage assets and assess their significance and assess the impact of the proposals and should be carried out by a heritage professional (built heritage consultant, conservation accredited architect).

### 1.4.2 Pre-Application Advice

The Local planning authority are tasked with making decisions regarding changes in the town centre and are the authority to provide certainty to owners about whether proposals may require planning permission or Listed Building Consent. Therefore, Pre-application engagement with the local authority offers the opportunity to improve the efficiency and effectiveness of the planning application system, the quality of the proposals and their likelihood of success. Required application documents, such as Heritage Statements - can be discussed with the local authority and advice given on what might be considered appropriate, or not.

### 1.4.3 Planning Permission

Planning Permission is required for 'development' which affects the external appearance of a building (whether it is listed or unlisted) and for a 'change of use'. Whilst some works and changes of use benefit from 'permitted development rights' they are subject to a number of restrictions including being located within a conservation area and subject to the building's existing use. Works within the grounds/curtilage of a listed building will require planning permission. This includes outbuildings such as sheds, greenhouses as well as boundary treatments. Pre-application Advice can help determine what is required.

#### 1.4.4 Advertisement Consent

Some advertisements benefit from 'deemed consent', however this is dependent on the location, type and size of the sign proposed. All illuminated signs will need advertisement consent and planning permission and all advertisements on listed buildings require listed building consent. See guidance on signage in [Section 4.5](#) and for further information on consents see the local planning authority's planning portal.

#### 1.4.5 Listed Building Consent

Listed building consent is required for any alteration that would affect its special architectural or historic interest. This includes the interior as well as the exterior and covers new signage, window and door replacement, re-painting, lighting, walls, floors and ceilings, joinery and plasterwork. Structures which are attached to or located within the curtilage, such as outbuildings are also included within the designation. For clarity, it is advisable to discuss alterations with the local planning authority as part of the pre-application process. A Heritage Statement will be required as part of the application.

#### 1.4.6 Scheduled Monument Consent

Scheduled Monument Consent (SMC) is required for most works and other activities that physically affect a scheduled monument. Carrying out an activity without consent is a criminal offence. Consent must be obtained from the Secretary of State for Digital, Culture, Media and Sport through Historic England. If a scheduled monument is also a listed building, listed building consent is not required, however, planning permission may be required in addition to SMC for works if they also amount to development which does not fall under permitted development rights.



## 2.0 The Character and Appearance of Selby Town Centre



## 2.1 Development of Selby Town Centre<sup>4</sup>

The town centre has a strongly defined character, largely made up of two- and three-storey brick buildings from the 18<sup>th</sup> and 19<sup>th</sup> centuries and the whole is dominated by the Abbey. Most properties are residential with retail at street level, shopfronts are mostly 20<sup>th</sup> century but there are some 18<sup>th</sup> and 19<sup>th</sup> century survivors and fragmentary remains throughout the town centre.

There is a notable lack of large modern industrial complexes, though there are survivors of Selby's historic industry focussed on the waterfront – with the landmark Ideal Flour Mill and Abbot's Staith buildings.

Open space and trees contribute substantially to the character of the conservation area. The principal green spaces are around the Abbey Church, Selby Park, St James Church (New Street).

4 SDC/Alan Baxter Associates, 2020



2.1 Selby Abbey and the town centre, 1926 (Britain from Above)





2.2 View along Gowthorpe, a varied high street looking towards the focal point of the Abbey (Inshall)



2.3 Modest terrace houses on Park Row (Inshall)



2.4 Ancillary linear rear extensions, stepping down in scale from the main high street properties



2.5 Small-scale industrial building (Inshall)

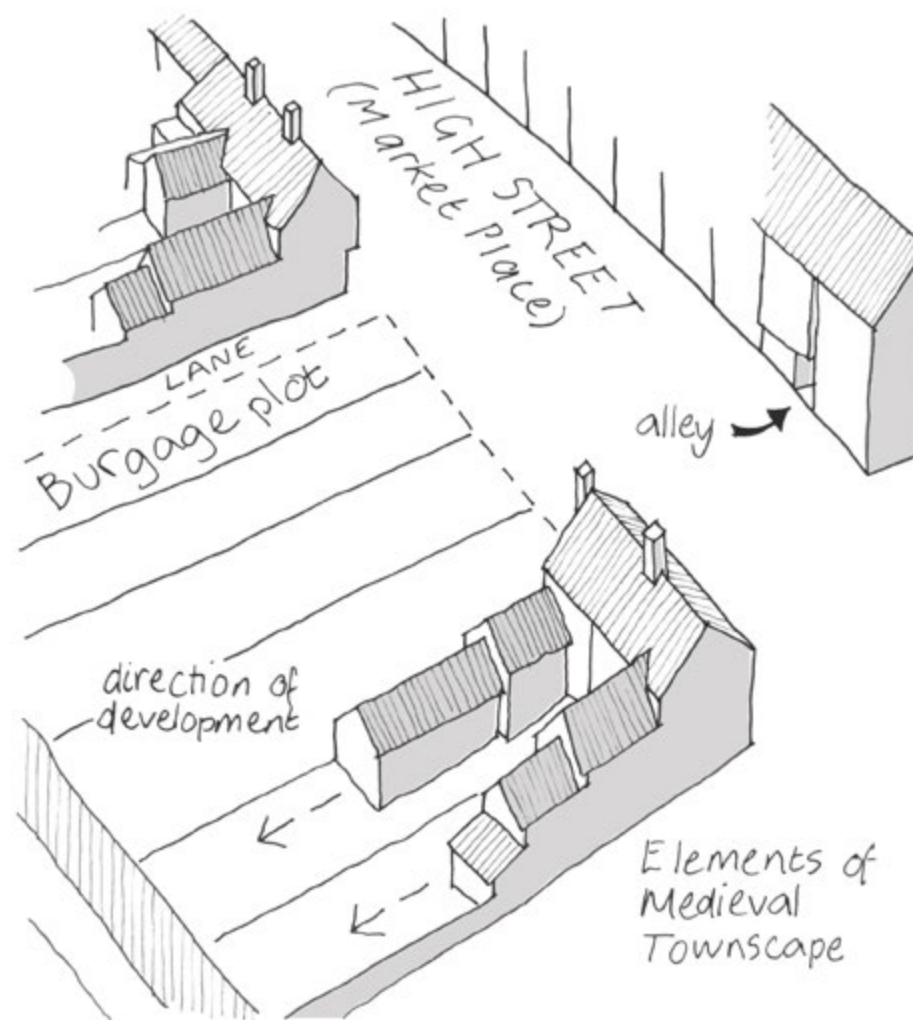
## 2.2 Street and Building Development

The development of a historic building is reflected in the cumulative changes made to it, which can also contribute to a building's special interest. The urban grain in Selby is distinctive. The main streets have properties fronting onto the road with long narrow plots stretching to the rear, these plots are also known as burgage plots which developed in the medieval period. The rear yards contain wings, extensions, outbuildings as well as small scale industrial buildings. These yards are accessed by alleyways from the main streets. Some rear yards have been lost over the years, some opened up to allow for carparking and others infilled with buildings which has eroded the character of the area.

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2.6 1950s Photograph of Back Micklegate, showing linear burgage plots (Selby Archives)



2.7 Typical historic development of Selby's high street properties

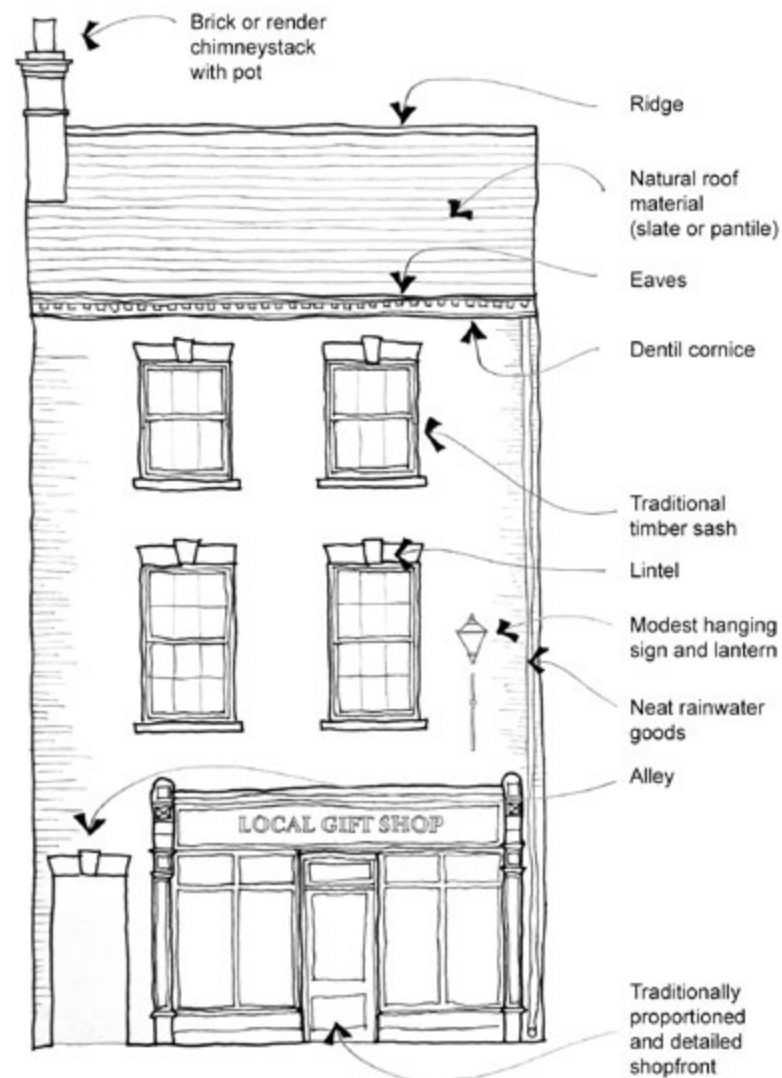


## 2.3 Historic Features

### 2.3.1 Introduction to key features

The key features of a traditional Selby building are shown on the adjacent diagram of a façade, further architectural terms can be found in the [Glossary](#).

- The **façade** is typically the principle front of a building, facing the street.
- Traditional roof coverings in Selby are **natural slate** – mostly from Wales and the Lake District (Westmorland), or;
- Pantile – a historic type of roof tile made from fired clay with an S-shaped in profile.
- The **eaves cornice** sits at the junction between a wall and a sloping roof, it overhangs the edge of a roof so it can shed water.
- A **dentil** pattern is a small square block used in a series – found in Classical decoration.
- A **sash window** is one which opens by sliding in grooves and is typically timber.
- **Lintels** are the load bearing members over an opening, sometimes with central keystones (as shown).



2.8 Key elements of an elevation

### 2.3.2 Roofs

Selby's roofscape is one of its defining features and comprises:

1. Gabled roofs with the ridge aligning with the street: steeply pitched roofs to high street properties in the Gowthorpe area – some with flared eaves – shallow pitched parapet roofs to Georgian properties in the Crescent and parts of Finkle Street and mansards to some early-18<sup>th</sup> century properties.
2. Backland buildings show more variety and their rooflines tend to run at 90 degrees to the street frontage.
3. Individually developed buildings show more variety whilst the planned terraces such as The Crescent have uniform rooflines.
4. A small number of flat roofed buildings contribute positively.
5. Historic roof coverings are typically natural slate and clay pantile with ridges and hips in the same material; lead is used for dressings, chimneystacks are typically brick, with stepped cornices and terracotta pots.
6. Dormers are uncommon, but where they are found, they reflect the style of the building. Rooflights are primarily located on rear elevations, are small and split-pane.
7. Parapets can be found to a number of Georgian properties, as well as some more modern ones.
8. Gable walls are typically without copings, but are York stone where present.
9. The eaves often have projecting header bricks arranged in a 'dentil' pattern or sometimes a painted timber cornice with a Classical moulding or a beaded timber board.
10. Rainwater goods are mostly painted cast iron gutters and down pipes with rise and fall brackets, painted black.



2.9 Variety of roof pitches and coverings along Gowthorpe (Inshall)



2.10 Rooflines of rear extensions at 90 degrees to the street frontage (Inshall)

### 2.3.3 Elevations

- Walls are mostly constructed of brick, typically handmade and laid in a Flemish or English Garden Wall bond, with lime mortar.
- Flemish bond is where bricks are laid in a decorative pattern with alternative courses offset.
- English Garden Wall bond is where bricks are laid with one course of headers and three courses of stretchers.
- Some brick façades in Selby have been covered by render.
- There are examples of timber framed buildings, but all have been rendered or refaced in brick.



2.12 English garden wall bond (Insal)



2.11 Rendered house (Insal)



2.13 Flemish bond (Insal)



### 2.3.4 Windows and Doors

Selby retains many original windows – mainly painted timber sashes and there are a number of original front doors, some with fine architraves, fanlights and ironmongery. Typically within the town centre, there are:

- Lintels are typically gauged brick or stone with lime mortar, many feature a central exaggerated keystone.
- Contrasting stone and brick cills and lintels around doors and windows are also typical, as are brickwork heads and cills.
- Painted 6-panel or elongated 2-panel timber doors with decorative architraves or door cases, some including a pediment.
- Fanlights are a feature of the finer 18<sup>th</sup> and 19<sup>th</sup> century properties, mainly in the more formal areas including The Crescent.
- Plainer rear doors, which can be equally interesting and provide an important contrast between the formal high street and informal backland areas – they are often plank and rail.



2.14 Late-18<sup>th</sup> century doorcases with pedimented architraves and fanlights on Church Hill (Insal)



2.15 Late-18<sup>th</sup> century sashes with exaggerated keystones and brickwork in Flemish bond (Insal)

### 2.3.5 Boundary Treatments

The typical boundary treatment in Selby is the brick wall – low walls within the secondary residential streets and tall walls to rear yards and backland areas. There are some instances of dwarf brick walls with iron railings.



2.16 Dwarf brick wall with railings (Insall)



2.17 Simple plank and rail gates and doors in a backland area (Insall)



2.18 High brick boundary walls between plots (Insall)



### 2.3.6 Alleys and Carriage Openings

Alleys and carriage openings provide covered access through buildings to rear yards and are a common feature in the town centre.

- Alley entrances are often incorporated into the adjacent shopfront, typically contain painted iron gates (many modern), vertical timber tongue and groove doors within a brick arch, or have more decorative painted timber door cases with fanlights.
- Carriage openings are typically arched and either open or contain simple timber plank doors.
- The walls within the passages are often covered in historic wall treatments of timber, render or red brick.

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2.21 Carriage opening (Insall)



2.19 Georgian doorcase to alley at Park House, with pedimented architrave and overpainted fanlight (Insall)



2.20 Typical opening to alley with timber lined soffit and painted brick walls (Insall)



2.22 Carriage opening (Insall)



### 2.3.7 Signage and Decorative Features

Architectural embellishments and signage is relatively limited, but where it does exist it should be retained as it contributes to the unique character of Selby.

- There are some examples of subtle and characterful street name signage, including on Audus Street and Finkle Street.
- There are evocative historic examples of painted signage on end gables and remains of signage on alley walls.



2.23 Characterful Finkle Street pin sign (Insal)

2.25 Historic Nags Head signage within alley off Gowthorpe (Insal)

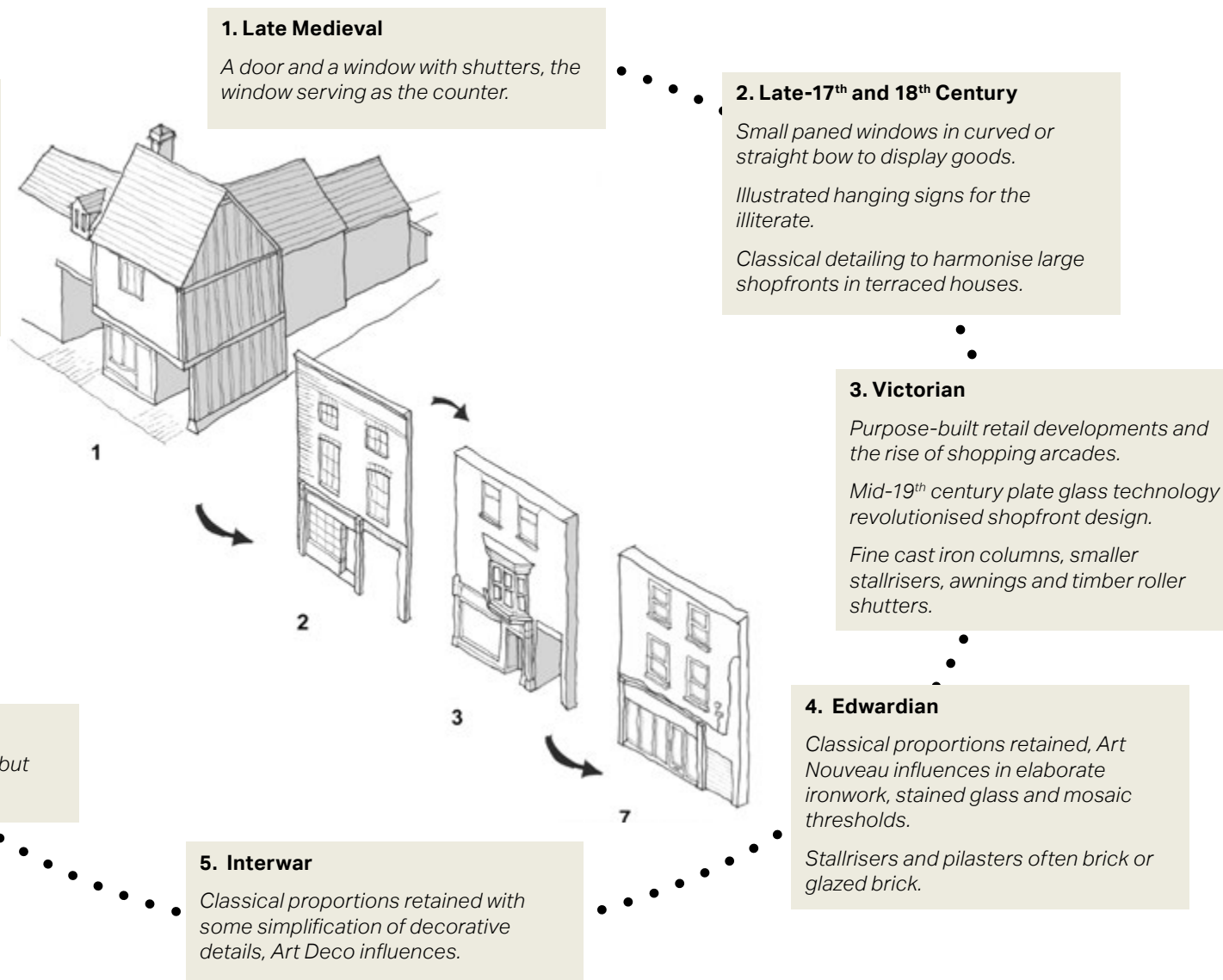
2.24 Characterful inscribed and painted sign, Audus Street (Insal)

2.26 Stucco mask keystone over opening to Robert Street (Insal)

# 3.0 Shopfronts



# 3.1 Historic Development of Shopfront Design





## 3.2 Typical Features

Although design details can vary, traditional shopfronts share a number of common features, including the:

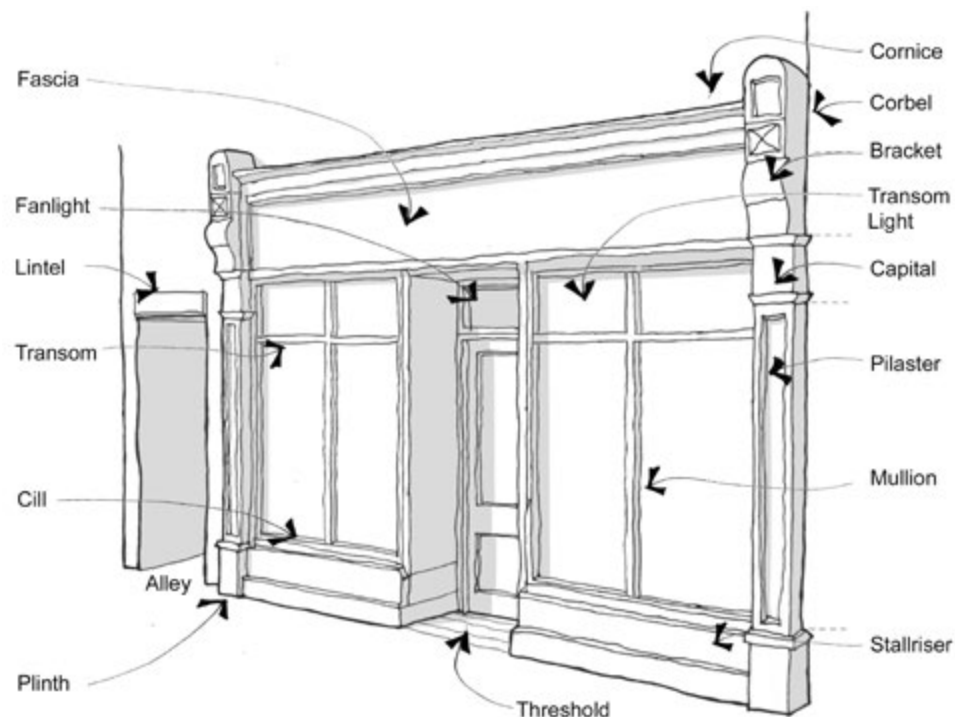
**Stallriser**, a solid visual base of a shopfront, protecting the area below the display window from damage. Traditionally this was part of a window display table, when shopfronts were open. The **threshold** marks the entrance and often features tiles, mosaic or terrazzo.

A traditional shop window is often divided by a **mullion** – the vertical part of the frame – and **transom** – the horizontal element. Over entrance doors, **fanlights** often provide illumination and align with the transom.

**Pilasters** are half-columns which frame the sides of a shopfront and provide visual support to the fascia and upper floors of a building. They can be elaborate, supported by **plinths**, and capped by projecting **capitals** and decorative **corbel** or **console brackets**. In purpose-built parades, the pilaster is often an integral part of the overall building façade.

The **fascia** is the horizontal band over the window, fixed between the capitals and defining the ground and upper floors. It provides the main area for displaying the name and function of the shop. Over it is a cornice – to shed water and visually complete the shopfront - it sometimes features casings for shutters or awnings.

These, and further details, are shown on the diagram below.



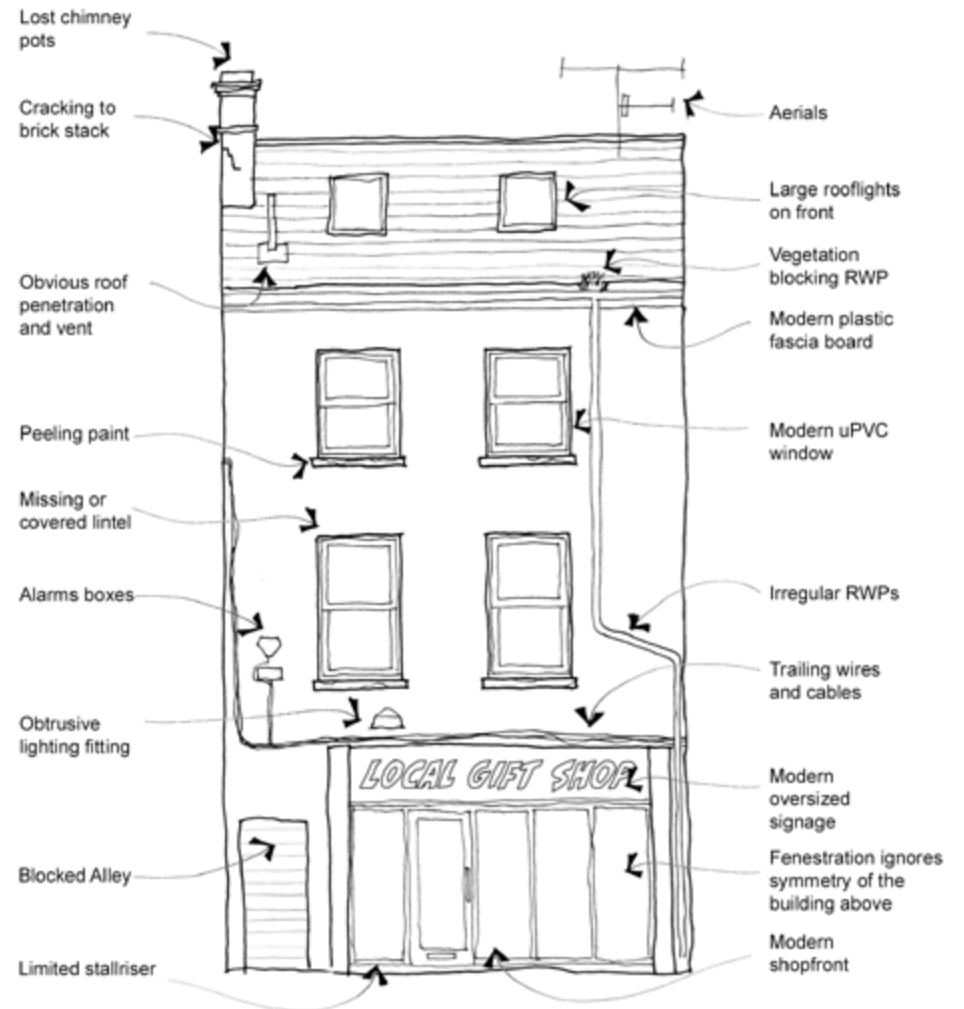
3.1 Typical shopfront features

### 3.3 Selby's Shopfronts

- The shopfronts are typically late-20<sup>th</sup> and early-21<sup>st</sup> century plate glass with contemporary timber surrounds.
- Some Victorian and early-20<sup>th</sup> century shopfronts survive but they are in the minority.
- There are fragmentary remains of historic features such as cornices, brackets and awnings throughout the town centre.
- Frontages are often narrow and reflect the width of the medieval property divisions; alleyway openings can be found at the side of the shopfronts for access to the residential accommodation above and the rear yards.
- Signage is mostly characterless national branding – but there are examples of well-designed branding.
- Illuminated signage is atypical in Selby.
- There is a variety of symbolic signs in Selby – including barbers polls and pawnbroker's spheres.

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The adjacent diagram shows an example of the type of typical elements that are often added or altered to a traditional Selby frontage, such as the loss of original shopfront replaced with oversized signage, and other detracting features. Though there has been a lot of change in Selby, the following. The following page shows a range of Selby's traditional shopfronts that do still survive.



3.2 Negative elements of an elevation



3.3 Mid-Victorian shopfront retaining awning fixings (Insal)



3.4 Victorian shopfront, Finkle Street (Insal)



3.5 Late-Victorian shopfront on Micklegate (Insal)



3.6 Edwardian shopfront on The Crescent (Insal)



3.7 Edwardian shopfront, with fine ironwork and mosaic threshold, New Street (Insal)



3.8 Mid-20<sup>th</sup> century shopfront (Insal)



# 4.0 Maintenance and Repair

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## 4.1 Introduction

### 4.1.1 Conservation Principles

- To retain the historic significance and character of a historic building, even if it is unlisted.
- To preserve or enhance the special architectural and/or historic interest of listed buildings.
- Works should seek to retain the special historic character of Selby.
- It is important to first understand the significance of a building and to base proposals for change on this understanding.
- Ill-considered alterations and over-zealous repair or replacement can erode the special interest of a building and affect the historic character of Selby as a whole.
- Works should avoid damage to the historic fabric. Refer to [Appendix II](#) for information on breathable construction and the [Glossary](#) for more technical terms.

### 4.1.2 Building Maintenance

- Historic buildings have a reputation for being expensive to run and difficult to maintain, however regular and appropriate maintenance can ensure traditional building fabric lasts for hundreds of years.
- Maintenance burdens are caused by lack of minor regular maintenance or neglect, use of inappropriate materials or the poor application of materials. With all maintenance, it is cheaper and easier to do little and often.
- For steps on how to get on top of maintenance, see the [Appendix](#).



## 4.2 General Benefits of Repair

The default position should be to repair rather than replace, for the following reasons:

- It retains historic patina, which cannot be reinstated.
- Once historic fabric is removed it is lost forever - it retains unique information about the building and its occupants.
- Repair can often be cheaper.
- Some modern replacements may not be repairable and require full replacement in the future.
- Fewer materials are used – making it more sustainable.
- Historic materials are often of better quality than those available today (timber for example) and so retaining and repairing it will ensure the building element lasts longer than an entirely new one.

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### 4.2.1 'Like-for-Like' Repairs

Many small-scale 'like-for-like' repairs, such as replacing a broken slate with a new natural slate from the same geological region, would not affect the character of the building and would not usually require listed building consent or planning permission. Similarly, repainting using the same paint system and colour would also be counted as a like-for-like repair.

Larger scale renewal of materials and major repairs, which have the potential to affect a listed building's character and its special architectural or historic interest, would require listed building consent.

Planning permission would be required for repairs which amount to development as defined in legislation and in particular would have to materially affect the external appearance of the building – such as the wholesale replacement of a slated roof. It is important to note that cleaning bricks or stones or removing paint may require consent, as they have the potential to change the appearance or fabric of the building.

Contact the local planning authority for confirmation and advice on necessary consents.

## 4.3 Specific Repairs

Architectural and decorative details often appear to have no functional use, but many have developed from a practical need to shed water from the building. The following section runs through key building elements, with repairs tailored to properties in Selby.

Element	How To Repair	How to Improve
<b>Chimney</b>	<ul style="list-style-type: none"> <li>Repoint mortar to a 'flush' finish with lime based mix.</li> </ul>	<ul style="list-style-type: none"> <li>Remove cement (non-breathable) mortars or renders.</li> <li>Remove any redundant fixings and services (TV aerials).</li> </ul>
<b>Roof materials</b>	<ul style="list-style-type: none"> <li>Repoint mortar to a 'flush' finish with lime based mix.</li> <li>Replace missing slates in matching natural material</li> </ul>	<ul style="list-style-type: none"> <li>When re-roofing, replace inappropriate materials with natural slates or pantiles to blend with the character of Selby.</li> <li>Replace mismatched ridge and hip materials with a matching material to the general roof or use a traditional weather tight detail such as lead flashings.</li> <li>Consider insulating the roof when re-roofing using a 'breathable' insulation such as timber fibre board rather than PIR insulation.<sup>5</sup></li> <li>Ensure the roof is adequately ventilated and internal water vapour is prevented from entering the roof void.</li> </ul>
<b>Copings to gables</b>	<ul style="list-style-type: none"> <li>Repoint mortar to a flush finish with lime based mix.</li> </ul>	<ul style="list-style-type: none"> <li>Lead flashing should be used to cover the junction between the roof coving and the bricks under the coping stone.</li> <li>Replace cement copings with York stone.</li> <li>Ensure stones are wide enough to include a drip.</li> <li>Ensure kneeler stones can support stones above.</li> <li>Add a DPM under the coping to prevent water ingress.</li> </ul>

5 Polyisocyanurate

## Specific Repairs: Roofs

Element	How to repair	How to improve
<b>Gable junctions with roofs - no copings</b>	<ul style="list-style-type: none"> <li>Repoint mortar to a flush finish with lime based mix.</li> </ul>	<ul style="list-style-type: none"> <li>Remove cement (non-breathable) mortar.</li> <li>Remove large overhangs to gables if not part the original design to match the general character of Selby</li> </ul>
<b>Dormers</b>	<ul style="list-style-type: none"> <li>Repaint timber in linseed paint to reduce maintenance.</li> <li>Replace timber using non tropical hardwoods (such as oak).</li> <li>Adjust lead details to prevent leaks.</li> </ul>	<ul style="list-style-type: none"> <li>Remove dormers from street facing pitches if not original to the building and make good these areas using material to match the wider roof.</li> </ul>
<b>Rooflights</b>	<ul style="list-style-type: none"> <li>Ensure lead flashing is detailed correctly to Lead Sheet Training Academy standard details (see useful links).</li> <li>Repaint in paint that is suitable for a metal substrate.</li> </ul>	<ul style="list-style-type: none"> <li>Replace rooflights with a 'conservation style' to fit between typical rafter spacings, ensure they are flush with the roof slope, constructed of black painted metal, have a lead glazing bar and lead flashing.</li> <li>Remove non-historic rooflights from street facing slopes.</li> <li>Remove large modern rooflights.</li> </ul>

## Specific Repairs: Roofs

Element	How to repair	How to improve
<b>Rainwater goods</b>	<ul style="list-style-type: none"> <li>• Replace broken sections.</li> <li>• Remove rust and redecorate</li> </ul>	<ul style="list-style-type: none"> <li>• Rationalise pipes to avoid a 'spider's web' of pipes across the façade, re-route new pipework on to the rear elevations where possible.</li> <li>• Keep them to a minimum and to the junctions between buildings of the front façades.</li> <li>• Replace plastic systems with cast iron or aluminium (cast to historic cast iron dimensions).</li> <li>• Introduce wire balloons at the top of down pipes.</li> <li>• Introduce overflow spouts within hoppers or other areas where blockages might occur.</li> <li>• Increase capacity of system to account for increased and concentrated rainfall.</li> </ul>
<b>Eaves and external cornices</b>	<ul style="list-style-type: none"> <li>• Repaint in a linseed oil paint (if historic paint layers have already been removed already).</li> <li>• Replace sections of damaged timber with a matching timber species.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the rainwater goods and roof protect the timber moulding.</li> <li>• Match paint colour to the colour scheme of the building's joinery.</li> <li>• Remove modern fascia boards to reveal original cornices or where they are missing replace with timber / brick to suit the appearance of the building.</li> </ul>





4.1 Brick chimneystack with decorative cornice, Micklegate (Insall)



4.2 Slate roof with clay ridge tiles (Insall)



4.5 Colour-matched and neatly-arranged rainwater goods (Insall)



4.3 Slated roof with dormers to Edwardian property close to the Abbey (Insall)



4.4 Well-maintained timber eaves cornice (Insall)

## Specific Repairs: Walls

Element	How to repair	How to improve
<b>Wall materials</b>	<ul style="list-style-type: none"> <li>Repoint mortar to a 'flush' finish with lime based mix (use of non-hydraulic lime (not NHL) should be encouraged where appropriate).</li> <li>Replacement brickwork should use reclaimed bricks to the same size, colour and bond pattern.</li> <li>Evidence of historic timber frames beneath renders should be recorded and the local planning authority should be notified.</li> </ul>	<ul style="list-style-type: none"> <li>Remove cement based mortar, render and plinths and repoint or re-render in lime using traditional techniques and mixes.</li> <li>If re-rendering, use an insulated lime render to improve the thermal efficiency of the building.</li> <li>When renewing external renders or stucco indicating stone coursing within the render should be avoided.</li> <li>Introducing low level damp proof courses should be avoided.</li> <li>Generally paint should be removed from brickwork (consult with a specialist conservator and carry out small trials of non-toxic techniques to see what works and does not damage the bricks and mortar beneath).</li> </ul>



4.6 Lime mortar joints (Install)



4.7 Repointed chimneystack (Install)



4.8 Repointed brickwork to corner (Install)

## Specific Repairs: Windows

Element	How to repair	How to improve
<b>Lintels</b>	<ul style="list-style-type: none"> <li>• Repoint gauged brickwork in lime based mix</li> <li>• Where the lintel has historically been decorated over the natural colour, repaint in silicate masonry paints to allow water to evaporate.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinststate gauged brick lintels where they have been removed or replaced.</li> <li>• Change plastic or film paint system to a breathable silicate masonry paint.</li> </ul>
<b>Window frames</b>	<ul style="list-style-type: none"> <li>• Retain and repair historic windows, including where present historic glass (stained, crown cylinder or plate glass for example) or unique glazing patterns.</li> <li>• Undertake regular maintenance including painting.</li> <li>• Repair rotten areas using resin or a scarf joint using a similar species of timber. Redecoration should ideally use linseed paint, however this requires consideration of historic layers of paint, noting that water based or matching systems may be required instead.</li> </ul>	<ul style="list-style-type: none"> <li>• If existing paint systems are failing, capture the historic paint layer information and introduce a linseed paint system.</li> <li>• Repaint inappropriate bright white and modern vivid with historically accurate colours such as off whites and muted greens, browns, reds and blues and blacks.</li> <li>• Visible trickle vents should be avoided.</li> <li>• Draught proofing should be introduced (with additional ventilation from elsewhere).</li> <li>• Introduce internal secondary glazing to improve acoustic, draught and thermal insulation where original timber sash windows and single glazed historic glass are to be retained.</li> <li>• If replacing glass in existing frames, slim-line double glazing may be appropriate in Listed Buildings - provided no historic glass survives.</li> </ul>



## Specific Repairs: Doors

Element	How to repair	How to improve
<b>Doors</b>	<ul style="list-style-type: none"> <li>• Retain existing timber doors and their associated ironmongery wherever possible.</li> <li>• Undertake regular maintenance including cleaning, painting and oiling.</li> <li>• Retain and repair fanlights wherever possible.</li> <li>• Repair rotten areas of timber using resin or a splice joint repairs using a similar species of timber. Redecoration should ideally use linseed paint, however this requires consideration of historic layers of paint, noting that water based or matching systems may be required instead.</li> </ul>	<ul style="list-style-type: none"> <li>• If existing paint systems are not working, capture the historic paint layer information and introduce a linseed paint system.</li> <li>• Repaint inappropriate bright white and modern vivid colours with historically accurate colours such as off whites and muted greens, browns, reds and blues and blacks.</li> <li>• Reinstate historic door cases and architraves based upon historic precedent.</li> <li>• Adjustments to allow level access should be considered.</li> <li>• Where fanlights are painted or blacked out, carefully remove paint so not to damage historic paint finishes to the joinery.</li> <li>• Introduce a lead flashing to protect the junction and top surface of the painted timber door case or architrave (chase lead into mortar joints only).</li> <li>• Carefully introduce draught proofing around the edge of the door, ideally compression seals cased into the door frame.</li> <li>• Use a heavy curtain internally to further insulate and reduce draughts.</li> <li>• Traditional doors can be upgrade to meet fire resistance requirements (FD30/FD60) using intumescent paint or materials added to door panels and seals to door edges to avoid the need for complete replacement.</li> </ul>





4.9 Combination of refurbished and replacement Georgian sashes (Insall)



4.10 Refurbished windows and new shutters (Insalls)



4.11 Refurbished Victorian door and fanlight (Insalls)

## Specific Repairs: Surroundings

Element	How to repair	How to improve
<b>Boundary wall treatments</b>	<ul style="list-style-type: none"> <li>• Repoint mortar to a flush finish with lime based mix.</li> <li>• Replacement brickwork should use matching reclaimed bricks to the same size, colour and bond pattern.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove all cement mortar, renders or cement based masonry units.</li> <li>• Remove other modern materials and replace with reclaimed brick and lime mortar.</li> </ul>
<b>Alleys</b>	<ul style="list-style-type: none"> <li>• Remove rust from metal gates and redecorate in appropriate metal paint.</li> <li>• Failing lime mortar should be replaced in a soft lime mix (not using NHLs).</li> <li>• Rotten timber should be replaced on a localised basis and redecorated in ideally linseed paint.</li> </ul>	<ul style="list-style-type: none"> <li>• Gates should be set back by half a brick into the reveal of the opening as a minimum.</li> <li>• Replace modern style gates with traditional iron gates or painted tongue and groove joined vertical boarded timber gates with brace and ledge internal framing.</li> <li>• Carefully remove paint from fanlights.</li> </ul>
<b>Decoration and unique enrichments</b>	<ul style="list-style-type: none"> <li>• Redecorate in a breathable paint to protect the base materials from water damage.</li> </ul>	<ul style="list-style-type: none"> <li>• If the item is of historic importance and is being affected by accelerated decay mechanisms which cannot be mitigated by any other means then a sensitively designed protective canopy or lead flashing should be considered to prolong the life of the historic feature.</li> </ul>

## 4.4 Shopfronts

### 4.4.1 Principles of Good Shopfront Design

A staged approach, similar to that in [Appendix III](#) should be followed when looking to repair, refurbish or alter a shopfront.

#### Key design considerations when carrying out works:

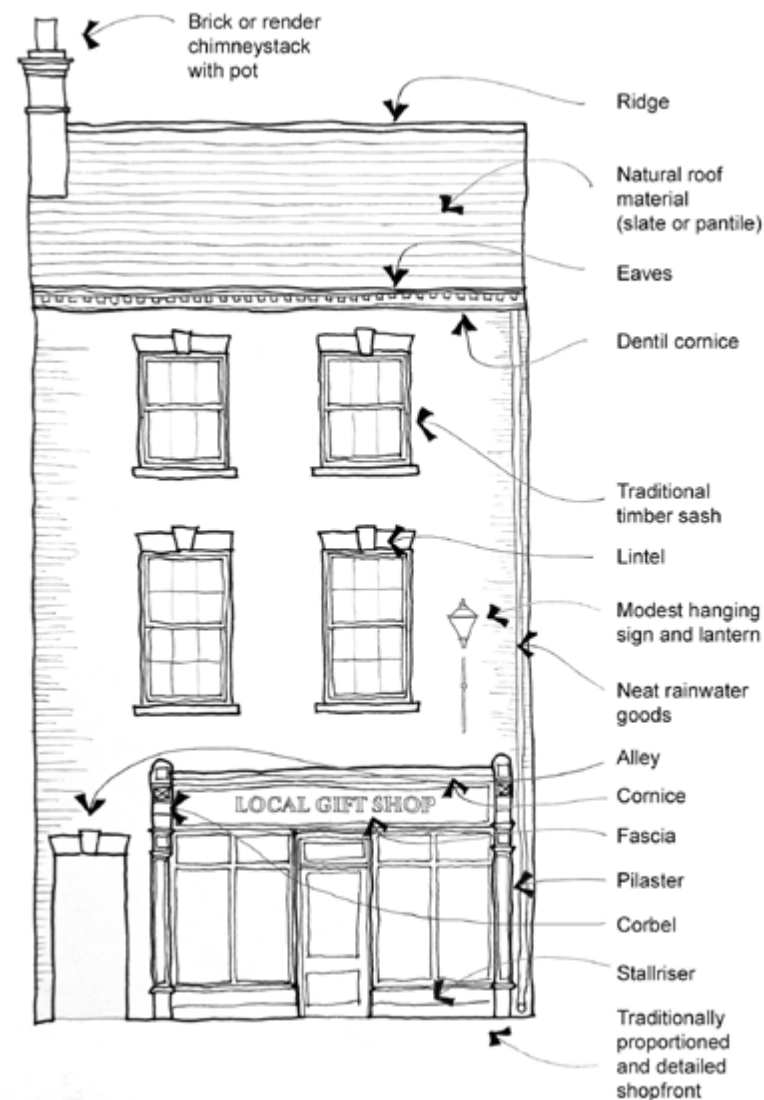
##### Retain historic shopfronts

Retaining historic shopfronts should be considered before anything is removed or changed. First consider whether the building is listed and establish the historic importance of the shopfront. This information should be used by the designer to inform decisions on the reuse or retention of the shopfront, to avoid unnecessary replacement.

##### Be sensitive to the streetscape

There are no instances in Selby where shopfronts are identical to one another and so their design should:

- Acknowledge common features which occur on adjacent shopfronts and throughout the street which contribute to its unifying character.
- Clocks and other details of fine craftsmanship can make an important contribution to the building and overall appearance and to that of the street. Such features should be retained, restored and, where necessary, reinstated.
- Where a proposed shopfront would span across more than one building the individuality of each building should be retained. Look for hidden or historic, relationships and symmetry. For example, the shopfront at the end of a terrace may have been historically identical to the shopfront at the other end of the terrace.



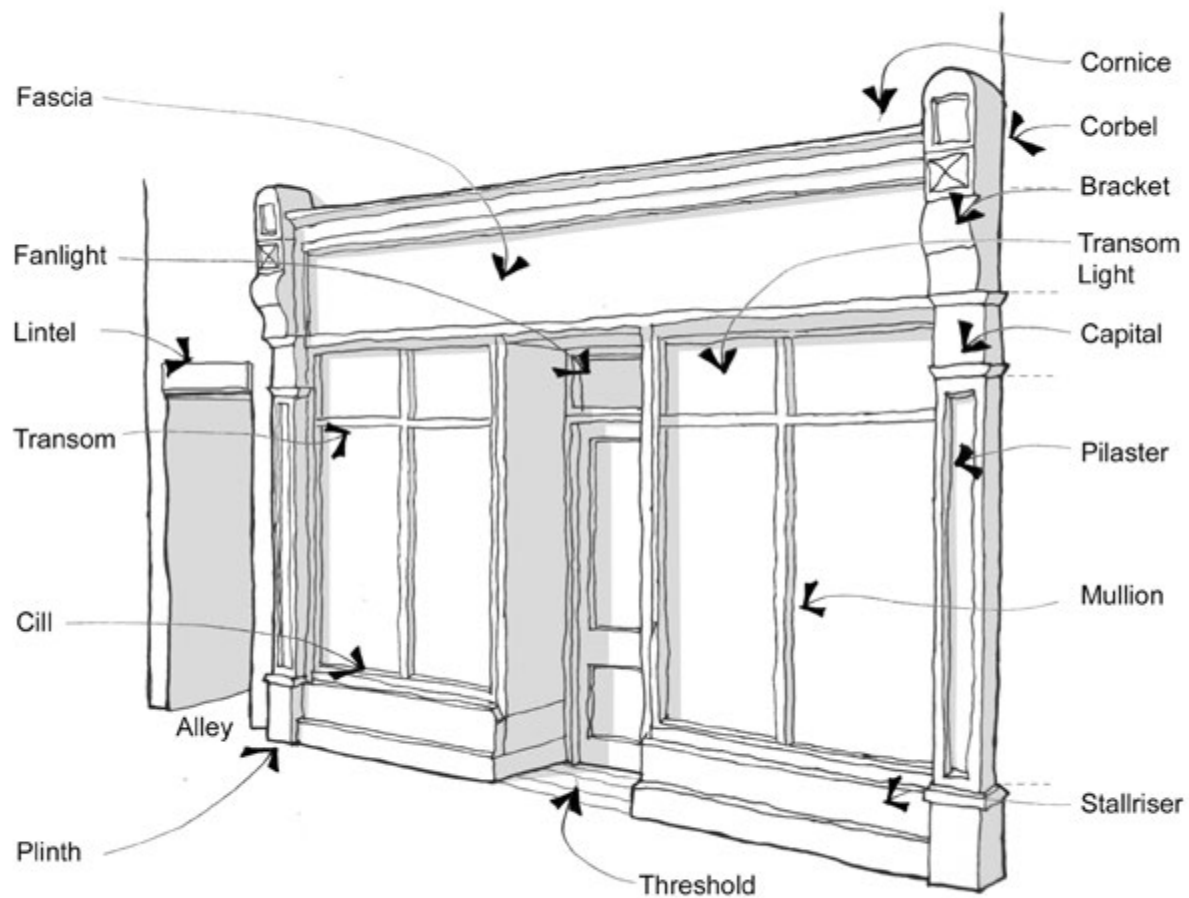
4.12 Positive elements of an elevation, with traditional shopfront

### Be sensitive to the building

The shopfront should relate to the character of the building and their design should:

- Retain or reinstate traditional shopfront features (see the Typical shopfront features diagram).
- Be in proportion with the host building and relate to its width and vertical subdivisions.
- Use existing or adjacent geometries.

It may be helpful to use the [Shopfront Improvement Chart](#) in the Appendix.



4.13 Typical shopfront features



#### 4.4.2 Shopfronts: Traditional

##### Pilasters

- Pilasters should appear at the edges of buildings or any change in level and relate to the rhythm of the façade above.
- Paint schemes should end on either side of a shared pilaster; they should not be half painted.

##### Doors

- Doors should be in keeping with the age of the shopfront and building above.
- Ironmongery should be in keeping with the age of the building above.

##### Shop Windows

- Historic glazing bars and glazing bar patterns should be retained.
- The frame of the window should match the surrounding historic shopfront and be in proportion to the historic detailing.
- Etching, decorative details and applied films on glass should not be encouraged unless appropriate to the host building (such as Arts and Crafts style stained glass etc.).



4.14 Fine late-Victorian shopfront (Insall)



4.15 Victorian shopfront, Gowthorpe (Insall).

## Materials

- Repairs should use materials to match the existing (see diagram on following page).
- Alteration and renewal of elements or the shopfront as a whole should use traditional materials such as painted sustainable-sourced hardwood timber, brick, stone and iron work.
- Plastic, sheet metal, reflective modern materials and painted ply should be avoided.
- The use of rendered brick stallriser finished to match the shopfront above can avoid damage to timber stallrisers.

## Accessibility

- Following the Equality Act 2010, level access through the principle entrance of the shopfront is required.
- Sensitive alterations that remove the need for step access into the shop should be encouraged.



4.16 Door set back with level threshold for level access (Insall)

### Fascia Signs

- Signs should fit within the fascia and not cover surrounding corbels, console brackets or cornices.
- The building name and/or number should be displayed on the fascia.
- The fascia should be made from painted timber with painted lettering.
- Acrylic or shiny materials, and use of fluorescent colours tend to clash with traditional finishes and are visually inappropriate.
- No additional advertising apart from the name of the shop, the trade and the street number should be on the fascia.

### Lettering

- Lettering should ideally be hand painted or individual letters formed from another suitable material.
- Modern plastic or reflective material should be avoided.
- Lettering should be in proportion to the fascia. For example a traditional serif typeface could be used or taking precedent for lettering from historic signs.



4.17 Hand painted pilaster signage (Thomas Paints).



## Shopfronts: Repair and Refurbishment

### Other Signage and Features

- Traditional hanging signs are likely to be acceptable when located to follow the prevailing street pattern, positioned centrally on a pilaster and incorporated into the overall design of the shopfront.
- Hanging signs should be a clear distance from vehicles and above pedestrians - the minimum ground clearance is 2.4m with 0.5m clearance from the edge of the carriageway.
- Limit of 1 hanging sign per building
- Projecting box signs are inappropriate.
- Fixing points for signs should be made into mortar joints or render which is easily repairable wherever possible, breathable paints used be used for painted signage.
- Window vinyls which cover the whole or the majority of a window will be discouraged and will not permitted on listed buildings, but their limited use can be effective and stylish and may be acceptable depending on design, coverage and reversibility.
- It may be appropriate to reinstate or introduce painted signage on the sides of buildings / blind gables / alleys – as was typical in the late-19<sup>th</sup> and early-20<sup>th</sup> century.
- Avoid placing visible new services, including vents or extract, on street facing elevations
- New vents in stallrisers should be painted cast iron style grilles



4.19 Hand painted hanging sign (Thomas Paints)



4.20 Hand guided window sign (Thomas Paints)

### Lighting

- Large, internally illuminated signs that take up the fascia are inappropriate.
- Floodlighting the façade will be discouraged.
- There may be instances where subtle illumination of signage would be acceptable. This will be judged on a case-by-case basis and dependent on the building and its setting.
- Traditional carriage style light fittings may be acceptable over entrance doors or alleys.



## Security

- 10mm toughened glass can provide robust security and be incorporated into double glazing.
- If roller shutters are required these should be lattice rather than solid and located internally and discretely concealed within the joinery behind the fascia.
- External security cameras and alarms to be incorporated into the joinery or located discretely and neatly on the façade.

## Awnings

- Awnings are no longer typical in Selby but it may be appropriate to replace or reintroduce traditional cloth and timber awnings with minimal metal elements (chains barrels and arms) where elements survive / where there is adequate evidence to support reinstatement.
- New awnings are not typically acceptable within Selby. This will be judged on a case-by-case basis and will be dependant on the building and its setting.

# 5.0 New Design and Minor Development





## 5.1 General Principles

### 5.1.1 Introduction

Most historic buildings can sustain some degree of sensitive alteration or extension to enable continuing or new uses, where these are of high design quality and materials, and are sympathetic to the character of the building, they can also contribute or better-reveal the significance of a building and improve the character of the conservation area.

### 5.1.2 Materials

Care must be taken to select material types, colours and textures to ensure they are compatible with the site's context and the conservation area.

- Brick must be carefully matched in colour and texture.
- Stone detailing to be natural stone. Cast stone should be avoided.
- Slate and pantiles should be natural and selected to blend with the character of the building and Selby's roofscape, the use of lead is preferable.
- Whilst alternative materials may be appropriate in some circumstances, they must be selected to align with the traditional pattern, size, texture and colour of surrounding historic materials.
- New materials may be appropriate, to provide a contrast, they should be carefully selected to complement the material palette of the building and the conservation area, and be of high quality.



5.1 New extension with brick carefully matched to the historic main building (Insalls)



5.2 Newly laid natural slate roof (Insalls).



5.3 Natural slates, Wentworth Woodhouse (Insalls).

### 5.1.3 New Extensions

The following is a list of basic principles for extensions to historic buildings; they must:

- Protect the character and appearance of the building and the wider conservation area.
- Be subordinate to the main building in scale and form, and no taller than the penultimate storey.
- Be located on a secondary elevation.
- Be of a high-quality design, workmanship and built using traditional materials.

Other considerations and guidelines:

- Extensions to unaltered terraces with no historic wings or extensions are unlikely to be acceptable, particularly if the buildings are listed.
- Replacing a modern extension of no significance is likely to be acceptable.
- The setting of nearby listed buildings should be taken into account when considering a proposal.
- Consider key views, see the *Appraisal's* views map and also acknowledge that it may be desirable to retain gaps between buildings and structures.
- Respond to the historic character of the site / building as part of the new design, whether that work is: a restoration; replication; complementary addition; deferential contrast; or an assertive contrast.<sup>6</sup>

<sup>6</sup> Please refer to the Glossary for a description of these terms.

- Details of junctions between new and historic work should be carefully considered.
- Extensions which unbalance a symmetrical elevation, obscure a significant element of / or entire elevation should be avoided.

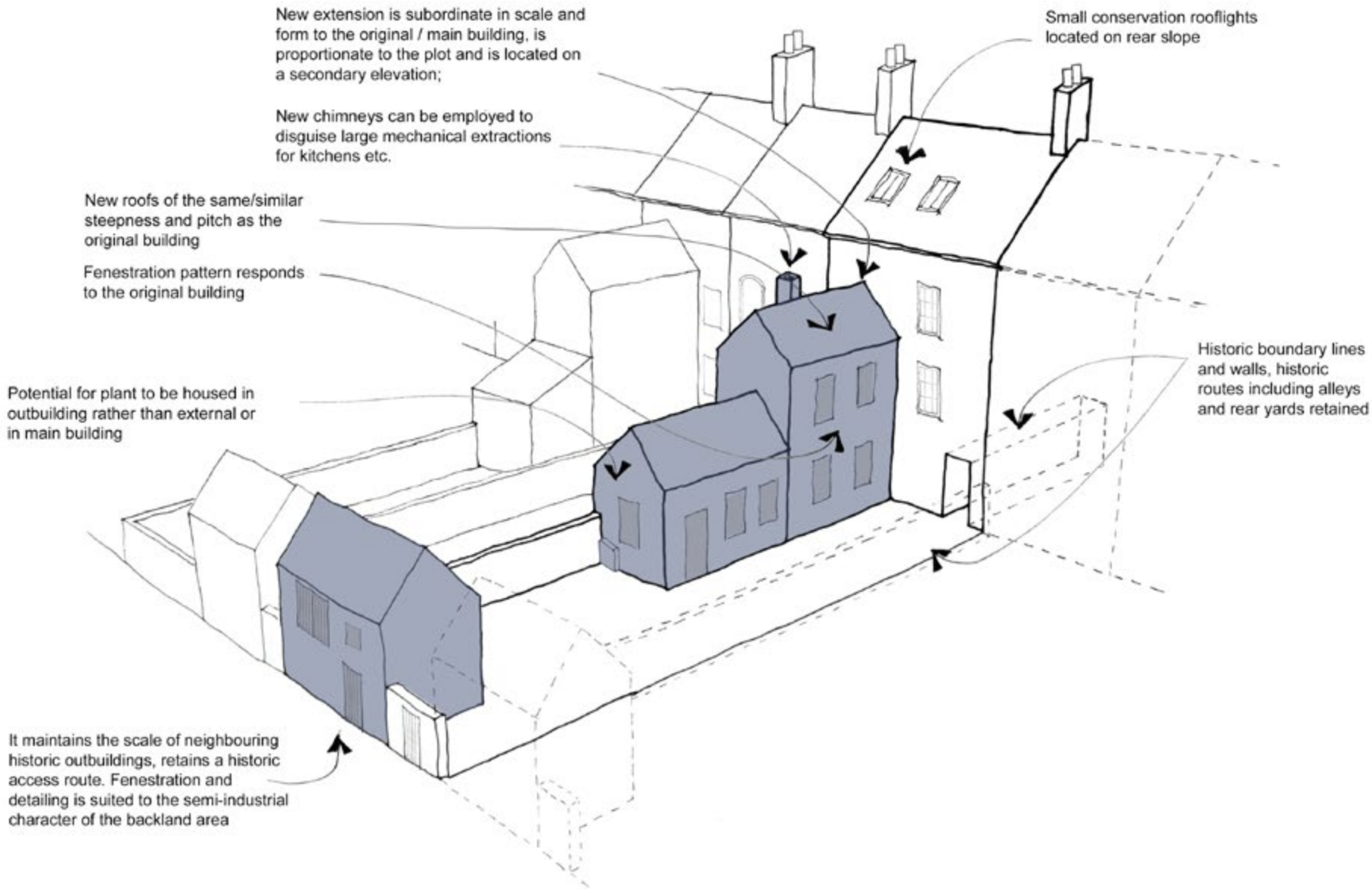
Further considerations and guidelines are illustrated on the *Example alterations* diagram on the following page.

Below-ground works (excavation required for foundations etc.) may require an archaeological 'Desk Based Assessment' as part of planning or listed building consent applications. Please seek further advice from the local planning authority.



5.4 Extension to private house (Insalls).





5.5 Example alterations

### 5.1.4 Roof Alterations

The following general principles for roof alterations apply:

- Alterations to roofs and their associated features should protect the character of the building and its contribution to the conservation area, including sensitive key views and Selby's overall townscape and skyline.
- Historic roof structures within listed buildings should be retained.
- Alterations to secondary elevation will typically have less visual impact on the character of a building.
- Where a roof has previously been altered, consideration should be given to the reinstatement of traditional materials and original form.

#### Roof Extensions

Roof conversions can provide additional space to allow the building to remain in active viable use subject to the following considerations:

- Removal of a historic roof and its replacement should only be considered where the roof form is of no significance to the listed building or conservation area, and the new work will sit comfortably within Selby's skyline.
- Extensions which disrupt an unaltered roofline or impact on an important view are unlikely to be acceptable.
- Where streets are narrow and alterations are confined to the rear out of public street views, the visual impact is likely to be less and extensions may be appropriate.

- The presence of a taller neighbouring building or similar extension to a neighbour's property should not be taken as a reason for an inappropriate roof extension to a property.
- New work should typically be carried out using traditional roofing materials to match the existing or original design.
- Care should be taken to retain the characteristic features of the roof such as chimneys, terminating party walls and variations of roof line and pitch.
- Where necessary, chimneystacks should be extended in height to relate to the roof extension.

#### Dormers and Rooflights

- The addition of new dormers or rooflights to principal or prominent roof slopes should generally be avoided. Where they are considered appropriate, they should be designed and positioned to suit the character of the building.
- Dormers should be of a design to suit the building, be subordinate in scale and usually aligned with windows in the lower storeys.
- Rooflights are best located on rear slopes, they should be of a modest scale and number and be 'conservation style' lights (see the *Example alterations* diagram).

## Other Rooftop Structures / Elements

- Permission may be refused for structures which are seen as unsightly skyline features from street level or within sensitive key viewpoints – see the *Appraisal*.
- Roof level conservatories, terraces and gardens will not normally be acceptable where they will have a detrimental effect upon the character of a building or the conservation area.
- Soil and vent pipes or roof vents to street-facing elevations should be avoided;
- The proliferation of roof-level clutter, such as solar panels and antennae, where it would be seen in public street views, key views or adversely affect the visual amenity of adjoining properties should be avoided.
- Proposals to remove defunct satellite dishes and other rooftop clutter would be welcomed.

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5.7 Conservation rooflight.

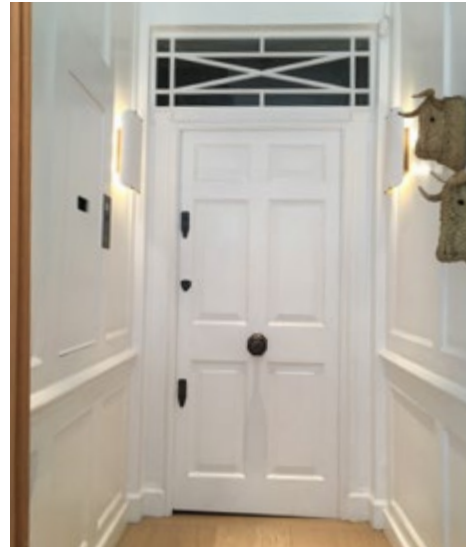


5.6 New dormers on a medieval property in Sittingbourne (Insalls).



5.8 New dormers on a medieval property in Sittingbourne (Insalls)





5.7 Good quality replacement window (Install)

5.8 Appropriate replacement door in informal outbuilding (Install)

5.9 Replacement six-panel door (Installs)



5.10 Replacement four-pane sash (Install)

5.11 New timber door in carriage opening (Install)



### 5.1.5 Alterations to Elevations

Review historic photographs to find the original features, or refer to original elements on neighbouring houses.

#### Replacement Windows

If replacing windows, the style, proportion, detailing and material should be in keeping with the period and architectural detailing of the original building.

- Where possible, historic glass should be reused, and new glass should be carefully chosen to match, avoiding high-reflectivity and high-iron contents (which give a green tint).
- uPVC windows will not typically be acceptable and should be avoided in listed buildings.
- uPVC, aluminium or composite windows should be removed and reinstated with painted timber sashes, appropriate to the age and character of the building.
- High quality and well-detailed uPVC replacements, with sash action and integral glazing bars may be acceptable on unlisted buildings.
- Sensitive improvements to energy efficiency would be welcomed, such as internal secondary glazing. If replacing glass in existing frames, slim-line double glazing may be appropriate in Listed Buildings - provided no historic glass survives.
- Reinstatement of lost fanlights may be appropriate, particularly if there is supporting evidence.
- Reopening blocked windows may be appropriate, subject to historical research - as some blind windows contribute to the character and special interest of a building.

## Replacement Doors

Before considering a replacement door, first check if it is historic and note that doors of a later period may still be of interest and worth retaining. Replacing an inappropriate modern door with a traditionally designed door which is suited the style of the house, will likely improve its character.

- Replace uPVC doors, flush doors or poor replicas with painted timber doors to match historic design, details and proportions of the building.
- The style, proportion, detailing and material should be in keeping with the period and architectural detailing of the original building.

## Porches

Given that the buildings within Selby's town centre directly front the pavement, it is inappropriate to introduce porches to the front elevations of properties in these areas. Within the secondary residential streets and backland areas, where there are wide pavements or buildings are set back from the street there may be a few opportunities for the replacement / introduction of new porches.

- Replacements and new additions should consider the style and scale of the building and where possible, be informed by historic precedent.

## 5.2 Change of Use and Conversions

### 5.2.1 Pubs, Banks, Institutional Buildings and Shops

Selby contains a high concentration of specialist high street properties, each with their own distinctive characteristics and features specific to their use. Some are Grade II-listed, whilst others are non-designated heritage assets and local landmarks.

- When carrying out alterations and change of use conversions, key features such should be retained, including large plate glass windows, doors, historic signage and decorative thresholds.
- When the use of a building with a shopfront, especially a historic shopfront, is changed the entire shopfront and access openings should be retained.
- Alterations required for conversions to residential use should look to retain or enhance 'active frontages' through the use of appropriate visual interest / features, suited to the character of the building.
- Alterations to the glazing, to ensure privacy, should ideally be reversible and not cover the entire window.
- Other means of retaining active frontages can be achieved by offering the shop window display area to companies to display their products – for example jewellery or even carpentry items, whilst providing contact and website addresses. Acoustic, fire, structural, decorative and thermal upgrades can then take place behind this active frontage.



5.12 Bank at the corner of the Market Place and James Street (Inshall)



5.13 Former local board offices (Inshall)



5.14 Cricketer's Arms (Inshall)



5.15 Example analysis diagram to guide new development



## 5.3 New Buildings

There are limited opportunities for major new development within the town centre, but where it is appropriate it has been identified within the *Appraisal*. With these sites, there is the opportunity to enhance the character of the conservation area and the setting of listed buildings and each site will present different opportunities and constraints. Successful new buildings are the result of a positive dialogue between the architect, client and local planning authority, therefore pre-application discussions are crucial.

New buildings should be of high quality and contextual in design, which means they should reference their specific environmental surroundings. Various approaches can be taken within this design response: replication; complementary new design; deferential contrast; or assertive contrast. Sensitivity to context and the use of traditional materials does not preclude modern design.

Selby town centre has a strongly defined character to respond to which has informed the following general guidelines. The diagram on the following page indicates an approach to analysing the environmental surroundings when developing a contextual design response. New buildings in Selby should:

- Reflect the scale and height of neighbouring properties and be considered within their specific streetscape in short and long range views, whilst also respecting the key views set out in the *Appraisal*.
- Sit well within the surrounding pattern of development or 'grain'<sup>7</sup> and retain important gaps between buildings and structures.

- Respond to the immediate area in terms of overall form, roof form, composition, position and orientation.
- Roof forms and pitches should respond to those found in Selby town centre and be specific to the immediate area.
- Address the street and in high street areas particularly, have an active frontage.
- Architectural details and fenestration should respond to the details and fenestration patterns found in neighbouring buildings, whilst avoiding unnecessary embellishments.
- Materials should be of high quality and appropriate to the Selby palette, with colours and textures compatible with those within the conservation area.
- The proposed use should be compatible with nearby buildings and the character and appearance of the conservation area;
- When considering new ancillary structures such as garages and office / studios within rear yards and gardens, consideration should be given to scale, materials and the effect on the setting of any nearby listed buildings, the form of rear yards, alleys, historic boundary treatments and lines and the overall character of the conservation area.

Where necessary in order to be able to fully assess proposals, the local planning authority will require applications to be accompanied by detailed plans, elevations and possibly visualisations showing the proposed development in its setting.

<sup>7</sup> Grain is an urban design term used to describe the balance of open space to built form, and the nature and extent of subdividing an area into smaller parcels or blocks.

## 5.4 New Services

### 5.4.1 Lighting, alarm boxes and cabling

- Fixtures and cabling should be carefully located on rear or flank elevations where possible. If unavoidable to principal elevations they must be designed to suit the character of the building, painted to match the elevation or joinery colour scheme.
- Any fittings should be selected to suit the character and scale of the property, avoiding bulky fittings - architectural lighting should be carefully considered in terms of levels of illumination, elements / features illuminated and the overall impact on the listed building and / or conservation area.
- Cabling should be carefully fitted to avoid visual impact - behind rainwater goods and other horizontal / vertical features such as cornices - and fixings should be made into mortar joints or easily-reparable render.

### 5.4.2 Downpipes

- Downpipes should normally be of metal and painted and maintained in black or another dark colour.
- New pipework should be kept to a minimum and where possible confined to rear façades.
- Rainwater pipes should run within the pilaster of a shopfront with suitable maintenance access, or be tucked to the side rather than running in front of the architectural detailing.
- If it is necessary to raise the height of soil vent pipes then these should be carried up within the roof and terminated at roof level, in a position which minimises their visual impact.

### 5.4.3 Fire escapes

- Fire escape routes should be located internally where possible - where an external escape stair is necessary, it should be discretely located, avoiding principal elevations, and be reversible where possible.

### 5.4.4 Extraction, ASHPs and air conditioning units

- Any necessary vents, stacks and services such as air conditioning units should be carefully located, ideally not at high level and to the rear of properties, in concealed locations to ensure they have the least visual impact.
- Impact on key views set out in the *Appraisal* and the setting of nearby listed buildings should be considered.
- Consider reusing redundant chimneystacks for ventilation (depending on the building, its designation and reversibility of the proposals).
- Metal clad stacks will not typically be acceptable given that this is an atypical and highly-reflective material.
- Where possible, accommodate acoustic larger plant within sensitive new development or introduce subtle screening, to reduce its visual / acoustic impact.

## 5.5 Other Considerations

### 5.5.1 Paint / surface treatments

Major colour-scheme changes have the potential to affect the character of historic buildings and the conservation areas as a whole.

- Rendering or painting a brick faced property will unlikely be acceptable.
- Repainting / re-rendering properties is likely to be acceptable, subject to the use of breathable products including lime-washes.
- Removing paint or render could help restore the original character of a property if it was originally exposed brick, but before doing so expert advice should be sought as the removal may damage the underlying brickwork and it may be too fragile to expose.
- Darker tones for joinery and rainwater goods, lighter tones for painted render.



5.16 Soft tones and muted colours (Insall)



5.17 Soft tones and muted colours to the facade and shopfronts (Insall)

### 5.5.2 Temporary structures, seating and awnings

It may be necessary, particularly given the current need for external seating, to provide temporary external seating, awnings and lighting, enclosures, planters etc. within the town centre. Although short-term, this requires careful consideration, particularly in terms of the setting of listed buildings and physical impact when fixings are required into any of the buildings. Advice should be sought from the local planning authority on the necessary permissions, including Highways and Licensing.

### 5.5.3 Rear yards, alleys and boundary treatments

Proposals to repair and reinstate walls and reopen historic alleys will typically be supported, particularly where historic evidence supports this.



# 6.0 Public Realm Strategy



## 6.1 Streetscape

### Selby Character

- Traditional stone setts are uncommon but found on some of the smaller side streets (e.g. adjacent to the Royal Mail building) and are important to the setting of historic buildings. They contribute to the unique sounds of the town centre and the sensory experience.
- Narrow passages between buildings are generally surfaced with Yorkstone flags.
- Stone paving is also used on many of the footways, such as Market Lane and New Lane.
- Traditionally edgings would most likely have been in stone but over the years these have been replaced with concrete.
- Modern concrete block pavements have been used as both road surfacing (e.g. Church Hill, Market Lane) and as demarcation for parking bays (e.g. Gowthorpe). They provide a modern finish that is at odds with other historical aspects of the town.
- Tarmac is used on most roads and also some footways (e.g. around Gowthorpe and the Market Place). Whilst it does not contribute to the character of the Conservation Area it has a neutral impact.
- Some footpaths use concrete paving in both small and large formats (e.g. Finkle Street), which dilutes the town character.

### General Principles

- There should be a simple palette of high quality materials, which will simplify long-term management and maintenance. Although there are benefits of diversity, alternative materials should only be used where there is a clear rationale.
- Surface materials must be visually compatible with adjacent surroundings and built-form.
- The general aspiration is for the primary streets to be composed from a combination of Yorkstone paving, granite kerbs and asphalt carriageways. Secondary streets should follow the same principles, but the scale of the paving units will be smaller as a reflection of the reduced scale and width of these streets.
- The visual quality of paving should not be compromised by unnecessary or untidy cutting. All cutting should be achieved through the use of a masonry saw or disc cutter.

Element	Specification
<b>Historic Surfacing</b>	<ul style="list-style-type: none"> <li>Historic surfacing, such as Yorkstone paving, granite kerbs and granite setts, should be retained in-situ and integrated within new proposals wherever possible. Where existing units are to be lifted and relaid, their ends should be saw cut to permit the creation of tight and neat joints.</li> </ul>
<b>Drainage &amp; Utilities</b>	<ul style="list-style-type: none"> <li>Where possible, road gullies should neatly align with and relate to the channel in which they are placed. Where linear drainage systems are considered to be appropriate they should be designed to neatly accommodate adjacent paved surfaces.</li> <li>Covers and frames to inspection chambers are to be recessed where possible. Covers should as far as possible be aligned with paving.</li> </ul>
<b>On-Street Parking</b>	<ul style="list-style-type: none"> <li>Grey granite / textured concrete setts will help to reduce the apparent width of carriageways and to create a more attractive and traffic 'calmed' environment.</li> </ul>
<b>Tactile Paving</b>	<ul style="list-style-type: none"> <li>This should only be used where it is absolutely necessary. It should be in a grey finish, or tooled from Yorkstone when set in an area of stone paving.</li> <li>'Tails' should be avoided. No concrete block surround should be used when installing tactile paving.</li> <li>Red tactiles and coloured ones generally have a negative visual effect.</li> <li>The orientation of the tactile paving to the main paving is critical. Odd angles are detrimental to the street scene and should be avoided. In new schemes it may be necessary to alter kerb lines to avoid this problem</li> </ul>
<b>Road Markings</b>	<ul style="list-style-type: none"> <li>These should be clear, well positioned and kept to the minimum.</li> <li>The need for painted lines should be carefully assessed, as in some instances they are not required or could be replaced by a change of material or other more visually attractive alternative.</li> </ul>
<b>Shared Space</b>	<ul style="list-style-type: none"> <li>Shared space and / or shared surfacing could be considered in locations where there is a strong desire to reinforce sense of place and reduce traffic dominance.</li> </ul>
<b>Pedestrian Crossings</b>	<ul style="list-style-type: none"> <li>Raised, buff coloured granite / textured concrete setts at pedestrian crossings conveys a strong sense of pedestrian priority e.g. at bellmouth's to secondary streets.</li> </ul>
<b>Secondary Streets</b>	<ul style="list-style-type: none"> <li>Often traditional surfacing material consisted of stone setts. Enhancement works should seek to reinstate this traditional character wherever it has been lost.</li> </ul>





6.1 Parking areas in setts on The Crescent



6.2 Flush kerbs help promote the sense of a 'shared space' on Bourdon Place, London



6.3 Use of feature paving and interpretation incorporated into streetscape to reinforce sense of place on Riverside Gardens



6.4 Historic paving should be retained where possible, on Micklegate



6.5 Channel edging to road surface with small unit setts used as fill, on James Street



6.6 Textured concrete setts provide a suitable alternative to granite



6.7 Tactile paving should be tooled from Yorkstone where possible (Image Source: Marshalls)



6.8 Yorkstone paving is common to footways and should be retained where possible, on Wren Lane





6.9 Neatly finished recessed service covers should be used where possible



6.10 Yorkstone paving and setts on Market Place



6.11 Concrete block paving on Micklegate



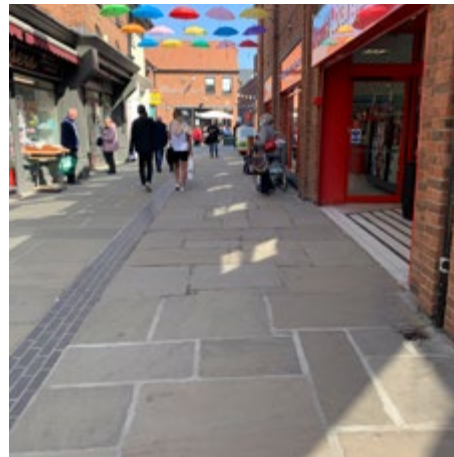
6.12 Pedestrian courtesy crossing, Grosvenor Hill, London



6.13 Integrated drainage details



6.14 Red brick paving should be avoided, on Water Lane



6.15 Yorkstone to be the primary paving material



6.16 Avoid odd angles to tactile paving and excessive cuts (on New Lane)

## 6.2 Lighting & Street Furniture

### Selby character

- Many of the buildings front directly onto the street with no form of enclosure.
- Low brick walls with iron railings on top are a feature of the listed buildings on Park Street opposite the park, and along Church Avenue.
- One of the more prominent locations for ironwork is the boundary to the Abbey Church grounds.
- Traffic sign posts should ideally be black, but are often bare metal which is unsightly (e.g. The Crescent).
- Bollards are generally in black metal and of varying designs.
- Generally litter bins are the metal type either square or rectangular and painted black.
- There is an assortment of lighting styles. Around Gowthorpe and the Market Place, street lights are the large tulip 'heritage' style. Square lantern styles are common around Finkle Street and Micklegate. Some lighting is fixed to buildings (e.g. Finkle Street).

### General Principles

- Choose street furniture to relate to its character area and reinforce a sense of place. Different items of street furniture should relate to each other in terms of design, siting and colour.
- Reduce to a minimum 'defensive' street furniture such as railings and bollards. Alternatives might include raising kerbs, strengthened footways, or changing levels.
- Retain and refurbish distinctive historic elements of street furniture, such as post boxes and light columns.
- Locate furniture so that each item relates to the function of the buildings and spaces it serves. (e.g. consider the role of seating in enhancing surveillance, its impact on congregation and the likelihood of furniture being misused).
- Attaching street furniture (such as lights and signage) to the side of a building reduces the need for columns within the public realm and reduces clutter.
- Coordinate the colour and style of posts and columns with other street furniture items.
- Locations where a bespoke item may be appropriate are: strategic spaces (such as Market Place), areas associated with important buildings, and areas that fulfill multiple functions (such as events spaces).

Element	Specification
<b>Seating</b>	<ul style="list-style-type: none"> <li>• Seating needs to be durable, simple and be easy to maintain.</li> <li>• Timber benches may be appropriate for parks and open spaces e.g. the riverside area, are attractive and very comfortable but may be susceptible to vandalism.</li> <li>• Make sure that new seats and benches are positioned to take in a view</li> <li>• Seating design should relate to other items of street furniture e.g. black frames</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Traditional luminaire style is appropriate to historic settings. A curved luminaire is suited to more modern contexts, such as the A19 (Gowthorpe).</li> <li>• Columns should be steel, painted black.</li> </ul>
<b>Bollards</b>	<ul style="list-style-type: none"> <li>• Should be used sparingly. They should be painted black with gold embellishments. Avoid other colours.</li> </ul>
<b>Railings</b>	<ul style="list-style-type: none"> <li>• Guard rails should only be installed or retained where safety concerns necessitate. They should be painted black, with a simple decorative post.</li> </ul>
<b>Litter Bins</b>	<ul style="list-style-type: none"> <li>• The provision of litter bins is entirely functional but can have a considerable impact on the appearance of the street or location. There should be a restricted range related to character area.</li> <li>• Ensure siting does not detract from key views</li> <li>• Bins should generally be painted matt black, although stainless steel finish may be suitable in some locations e.g. Market Place. Avoid unnecessary embellishments – eg. gold bands</li> </ul>
<b>Cycle Stands</b>	<ul style="list-style-type: none"> <li>• Consider linear cycle parking parallel to the kerb. Can be set out in radial pattern in some schemes.</li> <li>• Use brushed stainless steel finish (painted stands can cause maintenance problems).</li> <li>• Can be used to replace bollards.</li> <li>• Cycle stands should be placed in small groups that are overlooked and away from pedestrian desire lines.</li> </ul>





6.17 Cast iron 'Manchester style' bollards, black finish on Finkle Street



6.18 Guard rails should be black finish. Pimlico Road



6.19 Traditional luminaire style appropriate for historic areas, including Finkle Street



6.20 Attach signs and street furniture to buildings where possible and appropriate, on Finkle Street



6.21 New seating should try to reflect traditional seating where possible, with cast iron frame and timber slats. Ripon



6.22 Traditional benches should be refurbished or replaced



6.23 The traditional railings around the Abbey Church are an important feature



6.24 Litter bins should be cast iron, painted black (Image Source: Broxap)

Section 6.0





6.25 Curved luminaire style suited to more modern contexts on A19



6.26 Decorative railings are an important feature of the townscape, on Park Street



6.27 Riverside seating



6.28 Existing seating should be refurbished where possible, on Micklegate



6.29 Stainless steel cycle stand on The Crescent



6.30 Avoid bollards in colours other than black, rear of Micklegate car park



6.31 Free-standing signs should be black and gold fingerposts, on Micklegate



6.32 Avoid cycle stands in colours other than black, rear of Micklegate car park

## 6.3 Trees and Planting

### Selby character

- Open space and trees contribute substantially to the character of the Conservation Area.
- The principal green spaces are around the Abbey Church, Selby Park, the green space around St James Church (New Street), the small pocket park on Water Lane and the riverside.
- Individual trees also play a role and contribute to the street scene in the built up area. For example, the young trees within Micklegate and those around the car parks.

### General Principles

- Planting can be used to give identity to individual streets and spaces. Private planting (hanging baskets, window boxes, etc) can help to make individual buildings, streets and places more attractive and memorable.
- Where possible, the aim should be to create an attractive, green, leafy public realm. This will encourage walking and cycling and social interaction. The benefits of this are multiple, improving safety, physical and mental health, helping to strengthen communities, and creating wildlife habitat.
- Trees form an important part of the streetscape and they should be carefully managed to enhance the public realm character and ensure they do not obscure elements of interest. Refer to the *Appraisal* for key townscape views.
- The height of any immediately adjacent buildings should be a key consideration for tree planting, as trees that are too large in scale can unbalance the overall appearance of the street.

Element	Specification
<b>Trees</b>	<ul style="list-style-type: none"> <li>• Staking – Where there is a high risk of vandalism, a double high stake method should be used. In other areas shorter stakes should be sufficient. Underground guying is preferred for key sites.</li> <li>• Tree gilles - Traditional black cast iron grilles can be sourced from 100% recycled product. Alternatively a recessed grille with infill to match adjacent surface finish.</li> <li>• Guards – These can be used if bolted to a grille. The trunk of the tree needs to be clear of the guard. Where tree guards are used there should be a 150mm space at the bottom to allow for removal of litter.</li> <li>• Surrounds – Breedon gravel works well as a tree surround in less urban settings and more sensitive locations. A buff coloured SUDS compliant permeable resin bound gravel can be used. Loose mulch or chipping should be avoided in urban areas.</li> <li>• Location - Trees like any other item in the street have the potential to cause an obstruction, especially on narrow pavements, and can obscure sight lines if placed too near road junctions. Care must also be taken to ensure they do not obscure important buildings, views or street lamps.</li> <li>• Species choice - The presumption will be for the largest tree appropriate for the location to be planted. In selecting trees consideration should also be given to enhancing the local ecology. Avoid some particular species/varieties with a history of problems (i.e. dripping nectar, affected by pollution, pests or diseases).</li> </ul>
<b>Raised Planters / Shrub Planting</b>	<ul style="list-style-type: none"> <li>• Shrub planting is expensive to maintain and should generally be confined to key formal spaces. Instant 'landscaping' and free standing planters will often only clutter up a street and attract litter.</li> </ul>
<b>Hanging Baskets / Window Boxes</b>	<ul style="list-style-type: none"> <li>• These can greatly add to the visual vitality of a street, provided the containers are suitably designed and sensitively located.</li> </ul>





6.33 Bespoke planters on The Crescent



6.34 Tree grille finished in matt black, with aperture for fixing the inlet of an aeration/irrigation system on Riverside Gardens



6.35 Paving should be neatly finished around tree grilles (©GreenBlueUrban)



6.36 Avoid concrete inset to tree pits, on Micklegate



6.37 Raised planters should be avoided unless they can be regularly maintained, on Market Square



6.38 Hanging baskets add to the street character (Image by Metro Centric /Flickr. Used under Creative Commons Licence)



6.39 Tree grille inset neatly within surrounding paving (©GreenBlueUrban)





6.40 Cast iron tree grille on Micklegate



6.41 Bespoke planters associated with riverside gardens add to the street character



6.42 Avoid raised planters except in key locations due to maintenance expense, on Micklegate Walk



6.43 Raised planters associated with outdoor cafe seating can add greatly to the street character

## 7.0 Useful Links and Contacts



## Bibliography, sources, further information and guidance

Baty, Patrick. *The Anatomy of Colour* (2017)

Marianne Suhr and Roger Hunt for the SPAB. *Old House Handbook: A Practical Guide to Care and Repair* (2008)

Marianne Suhr and Roger Hunt for the SPAB. *Old House Eco Handbook: A Practical Guide to Retrofitting* (2013)

## Building Conservation

For further advice on maintenance see:

<https://www.buildingconservation.com/>

Building Conservation Directory:

<https://www.buildingconservation.com/directory/prodserv.php>

## Historic England

*Conservation Principles:*

<https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/conservationprinciplespoliciesandguidanceapril08web/>

National Heritage List for England (NHLE). The only official, up to date, register of all nationally protected historic buildings and sites in England: <https://historicengland.org.uk/listing/the-list/>

For advice on researching a property, see:

<https://historicengland.org.uk/advice/your-home/your-homes-history/>

For information on Selby's High Street Heritage Action Zone: <https://historicengland.org.uk/services-skills/heritage-action-zones/selby/>

For further advice on making changes to an historic building, see: <https://historicengland.org.uk/advice/your-home/making-changes-your-property/>

## Historic Scotland

Historic Scotland's Short Guide for 'Maintaining Your Home' which has useful common defects and remediation advice, see:

<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=9b3ca2e8-afcc-42ba-92c3-a59100fde12b>

## Institute of Historic Building Conservation (IHBC): Historic Environment Service Provider Recognition

The IHBC's heritage business listings: <https://ihbc.org.uk/hespr/>

## Lead Sheet Training Academy

For further advice on lead detailing see: <https://leadsheet.co.uk/service/rolled-lead-sheet-the-complete-manual/>

## North Yorkshire County Council Historic Environment Record

A database of information on archaeology and the historic built environment: <https://www.heritagegateway.org.uk/gateway/chr/herdetail.aspx?crit=&ctid=92&id=4733>

## Selby District Council

Advertisement Application Forms and Guidance:

<https://www.selby.gov.uk/application-forms-and-guidance>

Listed building information:

<https://www.selby.gov.uk/listed-buildings>

Renovate and Repurpose Grant Scheme:

<https://www.selby.gov.uk/hshaz-property-improvement-grants>

## Selby Town Centre Conservation Area Appraisal (Draft, 2020)

This document sets out the summary history of the area, explains what makes the area special and identifies the elements which contribute to its character and special interest, and those which do not. It also provides recommendations for the management of the conservation area.

Link: <https://www.selby.gov.uk>

## Listed Property Owner's Club

<https://www.lpoc.co.uk/>

## Society for the Protection of Ancient Buildings (SPAB)

<https://www.spab.org.uk/advice>

For advice on decay and repair contact the **SPAB Technical Advice Help line** on 02074560916 between 9:30am and 12:30pm.

## The Sustainable Traditional Buildings Alliance

For further information on sustainable improvements and retrofitting historic buildings see the Sustainable Traditional Buildings Alliance: <https://stbauk.org/>

## Image Sources

Page 1: *Selby Abbey, Selby, 1926*. Britain from Above, EPW015453 ENGLAND (1926).

Page 10: *View of Gowthorpe, Selby, c.1920s*, Claude William Jameson Collection, Hull Local History Centre Ref U DX336-60-6

Page 21: *Mr Lee's Wide Street Premises*. Selby Library Collection

Page 26: *Finkle Street, Selby, c1912*. Postcard

Page 45: *Selby Abbey and the town centre, Selby, 1932*. Britain from Above, EPW040263 ENGLAND (1932).

Page 59: *Wide Street, 1898*. Selby Library Collection

Page 72: *Elephants in Wide Street – Micklegate, ND*. Selby Library Collection

Page 89: *Gowthorpe, c.1900*. Selby Library Collection



# Appendices

## Appendix I - Causes of Decay

The main cause of building decay (such as damp, rot, insect attack, vegetation growth, mould) is water.

If water can be kept out of a building, it should be able to last indefinitely. The two main areas of attack from water on a building is via the roof (leaking roof or gutters) or surface water (broken or blocked below ground drainage or uncontrolled surface water). Looking after the 'hat and boots' of a building are the two first priorities.

Mould, rot or fungus cannot grow in a material with less than 20% moisture content. If one of these decay mechanisms is found, look for the source of water ingress and remove it.

As discussed above, typical causes of water ingress are leaking roofs, blocked rainwater pipes, saturated raised external ground levels or blocked drains. Removing the source of the water will stop these various decay mechanisms from continuing and can eradicate them. If there is damp within an historic building, solutions such as injection damp proof courses, damp proof membranes or tanking will only trap moisture within the building. These solutions do not address the source of the damp or prevent it from saturating the historic fabric of the building. In the extreme cases where the water source cannot be prevented from entering the building, an internal stud wall with cavity drainage systems will help to collect and safely remove the water from the building structure.

Another common source of significant moisture content in a building, which is sometimes less obvious, is condensation from a lack of ventilation. Ventilation is a key component for maintaining a moisture equilibrium in a historic building.

It is also important to note that saturated and decaying building elements all reduce the thermal performance of the building and drive up the heating demand.

See [Section 7](#) for the Society for the Protection of Ancient Buildings' (SPAB) contact details and a link to their technical advice note on the control of dampness in historic buildings.

## Appendix II - Breathable Construction

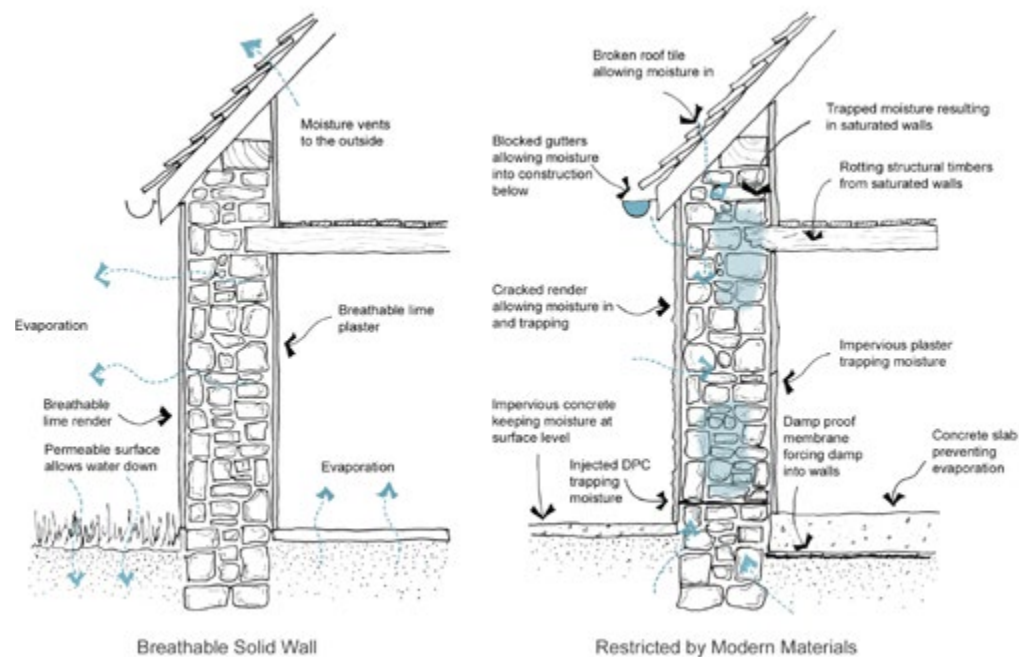
Most of the buildings within Selby town centre were built pre-1919 and their fabric behaves differently to modern buildings. Pre-1919 construction is referred to as 'breathable' because it allows moisture to freely move through the floors, walls and roofs. Typical 20<sup>th</sup> and 21<sup>st</sup> century construction does the opposite and uses a 'non-breathable' system where moisture is either kept inside or outside the building using impermeable membranes or cement based renders and mortars.

'Breathable' materials are: lime, brick, stone, timber.

'Non-breathable' materials are: plastic, PIR (common insulation), metal foil, cement, bitumen, damp-proof courses and other membranes and vapour barriers.

Issues often occur where these two systems are combined within a building. Modern systems applied to a historically breathable building tend to trap moisture within the historic fabric, causing decay and in turn increased maintenance requirement. Breathable solutions should be adopted to avoid this scenario.

Again, for further information see [Section 7](#) for a link to the SPAB's technical advice note.



## 1. Survey

- Establish whether the property is listed, a non-designated heritage asset or whether it makes no contribution to the conservation area.
- Identify any nearby listed buildings if external works are proposed.
- The designer should prepare a series of drawings and photographs, including any long-range views.
- Where a listed building is in poor condition, it may be appropriate to commission a condition survey.



## 2. Analysis

- New work to a historic building / site should be based on a thorough understanding of its significance. Historic research can for example uncover previous development on the site - which may inform the proposals.
- For more guidance on how to approach research a historic property, see the links within Section 6.
- Review the proposals against street views and check the sensitive views within the Appraisal.



## 3. Design

- Design work should be based on a combination of: a full understanding of the site, its particular designations, its character and contribution to the conservation area and the needs of the occupants.
- Alterations should be based on the above analysis to ensure appropriate designs, materials and working methods.
- Pre-application engagement with the local authority is advised early on in the design process.



## Appendix IV - Steps to Get on Top of Maintenance

- Get to know the building by looking to see where water attacks it / is causing problems. Noting that every building is different.
- Carry out regular inspections of roof coverings, gutters, down pipes, air vents, mechanical ventilation systems, below-ground drains and gullies.
- Blocked below-ground drains and overflowing roof gutters are the two most common building defects.
- Inaccessible areas often have maintenance issues, so don't leave them.
- Small cracks in paint or dust in vents can begin to allow decay to take hold. Regular repainting and cleaning of ventilation (passive or mechanical) will avoid more expensive repairs in the future.
- It may be useful to prepare a maintenance plan, for larger listed buildings. This plan will set out responsibilities for individuals to carry out maintenance to particular elements throughout the year. E.g.: *John Smith to check gutters and clear any debris found in October and April;*
- Continually record, review and improve. For example, improve access and design-out recurring problems;
- Be cautious of products and materials boasting to be 'maintenance free', as this often means that they are unmaintainable and often have a short life span.

See causes of decay and information on breathable construction in the previous [Appendices I](#) and [II](#) above.

A repair or refurbishment project offers the chance to incorporate sensitive upgrades to ventilation, thermal performance and energy efficiency. Always consider the building as a whole when looking to retrofit.

Introducing insulation in the wrong way can dangerously affect the building and its occupants (by encouraging mould growth through lack of ventilation or trapping moisture in the walls causing rot) and it is often better to use a thin layer of insulation throughout rather than heavily insulating a few areas and always increase ventilation to a room where insulation is being added. Use breathable insulation systems such as timber fibre board, cork, hemp or insulated lime, rather than PIR insulation.<sup>8</sup>

Renewable energy sources should be considered to reduce reliance on fossil fuel based energy sources. Ground source and air source heat pumps can be a good heating alternative to oil and gas boilers and work well with underfloor heating. However, it should be noted that heat pumps run using lower temperatures often requiring radiators to be doubled in size to achieve equivalent heating. The acoustic and visual impact of air source heat pumps should be considered in terms of their effect on the character of the conservation area, neighbours and general background noise.

Solar panels could be considered on south facing pitches, on rear facing slopes which are not visible in key or public views.

8 Polyisocyanurate

### General Heritage Definitions:

**Conservation** - The process of maintaining and managing change to a heritage asset in a way that sustains and where appropriate enhances its significance.

**Conservation Area** - an area (usually urban or the core of a village) of special architectural or historic interest, the character of which is considered worthy of preservation or enhancement.

**Cornice** - A flat-topped ledge with moulded underside, projecting along the top of a building / feature. An eaves cornice overhang the edge of a roof – shedding water.

**Curtilage** - The curtilage of a building (the principal building) is in general terms an area of land and the buildings that is around and associated with the principal building.

**Designated Heritage Asset** - A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

**Harm** - Change for the worse, here primarily referring to the effect of inappropriate interventions on the heritage values of a place

**Non-designated Heritage Asset** - A building, monument, site, place, area or landscape identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets.

**Setting** - The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral

**Significance** - The value of a heritage asset to this and future generations because of its heritage interest; which can be archaeological, architectural, artistic or historic. Significance can also derive from its setting.

### Architectural / Design Terms:

**Active Frontage** - Where a building fronts a street and has an active visual engagement with it.

**Architrave** - Decorative painted timber moulding around a door or window.

**Assertive Contrast** - When the new element / building is a more or less equal partner to the old.

**Casement window** - A hinged window which pivots open.

**Cill / Sill** - The section of material that forms the bottom edge or reveal of an opening.

**Complementary Addition** - This takes design cues from the profile, massing, bay rhythm, scale and proportion of the existing building, but without the replication of details.

**Context** - Any relationship between a place and other places, relevant to the values of that place.

**Cornice** – A horizontal run of decorative details, typically made from plaster or painted timber, to cover the joint between a horizontal ceiling and a vertical wall. They are also found externally under the eaves of a roof.

**Coping** – Large stones laid at the top of a masonry wall to protect the wall below from the weather.

**Defereential Contrast** - This is where the new becomes a modest backdrop against the old.

**Dentil** – A small square block used in a series in Classical decoration.

**Dormer** – A projection from a sloping roof that typically contains a vertical window.

**DPC** – Damp Proof Course is a barrier installed in modern construction typically 150mm above external ground level.

**Eaves** – Junction between a vertical wall and a sloping roof.

**Elevation** – An entire vertical side of a building.

**Fanlight** – Glazed area over a door, sometimes featuring a peacock tail motif.

**Façade** – The principle front of a building that faces the street.

**Flashing (lead)** – A piece of material draped over a junction or joint to protect it from the weather and water ingress.

**Flemish brick bond** – Where one stretcher (long side of brick) is between two headers (short side), with the headers centred over the stretchers in the courses above and below.

**Gables** – Generally triangular portion of vertical wall between sloping roof pitches.

**Glazing bar** – A strip of wood or metal separating and holding panes of glass within a window.

**Hopper** – A typically square or triangular section of pipe at the top of a vertical run of rain water pipe used to funnel water into the diameter of the pipe below.

**Ironmongery** – General term for metal fixings to doors and windows such as a door handle or hinges.

**Joinery** – Elements of a building that are made from wood by a carpenter or joiner.

**Lime** – Powder form of limestone used as a binder in traditional mortars, it is weaker than cement and breathable. It was replaced by cement in modern construction.

**Limestone** – Type of stone - used at Selby Abbey and York Minster.

**Linseed oil paint** – A traditional paint that is solvent free. The paint is breathable and so does not trap water under it that might cause rot to the timber substrate.

**Lintel** – Load bearing member over an opening.



**Natural slate** – Slate from the UK can come from Wales, Cornwall, Devon, Scotland and the Lake District (Westmorland).

**Pantile** – A historic type of roof tile made from fired clay. It is S-shaped in profile.

**PIR insulation** – Polyisocyanurate is a common type of foam ridged board insulation made from plastic and pre-chemical materials.

**Render** – Externally applied plaster or stucco covering to a wall.

**Repoint** – To replace mortar to mortar joints.

**Rooflight** – A window in a roof that is angled to match the surrounding roof.

**Sash window** – A window that opens by sliding in grooves.

**Scarf joint** – A method of joining two end pieces of wood together in an almost invisible way and often used to replace rotten ends of timber without replacing the entire section of wood.

**Sharp sand** – Well graded (made up of different sized grains of sand) sand with grains of sand that are faceted and not rounded.

**Silicate masonry paint** – a highly durable and breathable paint that can be used on external masonry that does not make a film over the surface of the masonry like typical modern paints which then trap water.

**Substrate** – Material that is covered by a finishing material (if wood is painted, the wood would be the substrate).

**SVP** – Soil and vent pipe is the sewage and water waste pipe from WCs, sinks and showers and also vents at high level to prevent air vacuums blocking the movement of waste.

**Timber fibre board insulation** – engineered timber product that is breathable.

**York stone (or yorkstone)** – A variety of sandstone, specifically from quarries in Yorkshire that have been worked since mediaeval times. Yorkstone is a tight grained, Carboniferous sedimentary rock.

**uPVC** – Unplasticised Polyvinyl Chloride is a type of plastic often used as a framing material.

The above glossary draws from various sources including:

<https://historicengland.org.uk/advice/hpg/hpr-definitions/>

<https://www.spab.org.uk/advice/glossary>

<https://www.buildingconservation.com>

## Appendix VI - Shopfront Improvement Chart

The *Shopfront Improvement Chart* can be used to guide proposals and when carrying out works. The chart is intended to provide an economically realistic and gradual enhancement of the town centre by making gradual improvements each time works are carried out. An improvement in at least one category would contribute to an uplift in the town centre's character.

# Shopfront Improvement Chart

	Poor	Medium	Good	Excellent
<b>Historic Shopfront</b>	No historic features visible.	Partial survival.	Minor Loss.	Intact or largely intact.
<b>Modern Shopfront</b>	Standardised design that clashes with surroundings in wrong materials.	Adjusted standard design to respond to context in reasonable materials.	Simple, well detailed modern design in good materials and respects the building and street	Exceptional design in high quality materials that respects the building and street.
<b>Reproduction Shopfront</b>	Badly detailed with wrong materials.	Traditional design but with awkward or out of proportion elements to host building. Using reasonable materials.	Design takes design inspiration from street and host building using good materials.	Authentic reproduction based on historic precedent using a high quality materials.
<b>Alley</b>	No evidence visible.	Location visible from architectural details.	Functional with sensitive gate/door	Historically accurate detailing with historic fragments visible.
<b>Security Measures</b>	External solid roller shutters with obvious track and external housing.	Well integrated external perforated roller shutters.	Internal roller shutters or screen not visible during the day.	No visible security.
<b>Colours</b>	Bright white or vivid modern colour that clashes with context.	Complimentary to the street and conservation area and neighbours.	Historically appropriate.	Historic colour based on precedent and analysis.
<b>Fascia Signs</b>	Unsympathetic materials with sign extending beyond fascia area.	Unsympathetic materials with sign within fascia area.	Sympathetic materials with sign within fascia area.	Hand painted sign within fascia area.
<b>Services and Vents</b>	Clashing or covering features.	Noticeable but sympathetically located.	Well integrated and hidden.	Not visible.

### Urban soil problems

Urban soils are a harsh environment and tree growth and vitality will depend upon the permeability and quality of the soil. Compacted soils will restrict gas exchange leading to low oxygen levels and a build-up of toxic carbon dioxide. Surfaced soils will restrict both gas exchange and water infiltration. However, given good soil conditions, most tree species will grow well in an urban setting. Soil volume is also a factor which can limit growth or lead to premature decline.

### Soil Volumes

Arguably the most critical factor in tree health and longevity is the provision of enough quality soil for the tree roots. The availability of space for tree roots to develop is crucial to a tree's health, since a growing tree's roots will extend far into the surrounding soil to more than twice the diameter of the mature tree's canopy.

There must be sufficient soil volume of adequate quality for growth to a mature age. The simplest way of estimating a minimum required soil volume is taking the projected canopy area of the mature tree and multiply it by a depth of 0.6m. The shape of this area can be laterally configured to suit the particular planting site. Generally, the minimum recommended soil volumes are:

- Small Tree: 5-15 cubic metres
- Medium Tree: 20-40 cubic metres
- Large Tree: 50+ cubic metres

### Engineered Requirements

Urban trees are often required to be planted immediately adjacent to highways and other engineered structures with the presence of underground services. It is vital that root volume underneath and around such infrastructure is considered although engineering requirements for paved surfaces are directly opposed to the horticultural needs of trees. Too often, trees are planted in cramped planting pits with poor subsoil, resulting in retarded growth, with roots tending to colonise the area immediately underneath paved surfaces, leading to structural pavement damage.

Structural soil cells or similar support modules should be considered early on in a project process to be incorporated during the engineering specification or groundwork stage. The modular cells prevent topsoil within tree pits from becoming compacted by the pressure of surrounding hardscapes. The cells help enable urban trees to develop large, healthy root systems, thriving in quality uncompacted soil.



Structural soil cells (©GreenBlueUrban)



Steel tree grilles, and tree guards (©GreenBlueUrban)



### Species selection

Street trees must be robust and able to withstand the dry, compacted soil under pavements and to be neatly and reliably shaped. Traditionally street tree planting is subsequently restricted to a few tried and tested varieties. This has led to low species diversity, which has reduced resilience. To tackle this, when selecting tree species a key aim should be to promote a diverse tree stock across the town. New tree planting should encourage the use of a wider range of species to future proof the towns tree stock against biosecurity issues and future climate change.

### Tree Species

Species selection should be made on an individual case, informed by site characteristics including ground conditions and existing or historic surrounding tree species. With the increasing challenges of a changing climate selecting appropriate tree species has never been so important. Tree planting should promote a diverse collection of robust tree species capable of thriving within hotter and drier conditions. Trees that will be mature in 50-70 years time will need to be suitable for the climate experienced today in urban situations in central and southern France.

Other more unusual species now being used in urban sites include:

- Ginkgo biloba
- Magnolia sp.
- Chitalpa x tashkentensis
- ALaneus x spaethii (Spaeth Alder)
- Clerodendrum trichotomum (Glory Tree)
- Arbutus unedo (Strawberry Tree)

Large canopy species may include:



*Fagus sylvatica Aspenifolia*. Mature height 20m plus



*Juglans nigra or regia*. Mature height 30m plus (F.D. Richards-Flickr used under Creative Commons Licence)



*Liriodendron tulipifera*. Mature height 20m plus (Wendy Cutler-Flickr. Used under Creative Commons Licence)

Smaller species with multi season interest where space is limited may include:



*Sorbus spp.* e.g. *Sorbus cashmiriana* - Kashmir Rowan, *Sorbus torminalis*. Mature height 7-12m (Wendy Cutler-Flickr. Used under CCL)



*Prunus spp.* e.g. *Prunus sargentii*. Mature height 3-7m (Plant Image Library Flickr. Used under Creative Commons Licence)



*Cornus spp.* e.g. *Cornus kousa* - Mature Height: 5-6m

## 1. Species Selection

When planting trees, consideration must be given to the need for a diverse population of trees. Under-represented species should be given preference over those that are common in the local area.

Species selection should be made on an individual basis and should be unique to every project.

Advice regarding appropriate species selection, should be sought from a specialist tree consultant / landscape architect wherever possible.

Species planted must be capable of growing to maturity in the location concerned.

## 2. Siting of Trees

The size and species of trees selected must enhance and be in keeping with the context and character of the existing street.

Careful consideration should be made when siting street trees to ensure they do not restrict views.

Understanding and limiting underground constraints is critical to the success of tree planting. This includes soil type and conditions, particularly levels of compaction and the location of utilities. Use of shared ducts for utility apparatus should be considered wherever possible.

Trees should be sited an appropriate distance from existing buildings with the ultimate mature canopy spread of proposed trees taken into account.

Consider ways of integrating tree planting into sustainable drainage schemes in order to reduce flooding and increase water availability for trees. Specialist advice should be sought.

## 3. Tree Stock

Trees must be sourced from nurseries where bio-security measures can be demonstrated to be effective.

Whenever possible, planting stock should be sourced from British growers or growers who can certify that imported stock has been quarantined in the UK for at least one year and then certified disease free.

New planting stock must be free from structural or genetically inherent defects. Planting stock should come straight from the nursery to the planting location and should not be stored for longer than is necessary.

Specifications should be used to ensure healthier nursery grown trees are selected.

Nursery visits should be conducted to ensure specifications are met.

Whilst smaller standard specimens are more likely to adapt and succeed than semimature plantings, they don't give instant results and can be more prone to damage in the early years

## 4. Implementation

Trees must be planted at an appropriate time of year according to the size and type of planting stock supplied. Container grown trees can be planted at any time of year while trees which have been lifted from open ground must be planted in the dormant season, between October and March.

Tree planting must not be carried out when the ground is waterlogged, frozen or snow covered.

Prior to planting, trees should be inspected and, where necessary, formatively pruned to establish a single dominant main leader. Refer to Tree Planting specification for detailed guidance on formative pruning.

Ensure planting is conducted by adequately trained or supervised individuals.

## 5. Tree Pits

There must be sufficient soil volume of adequate quality for growth to a mature age. Minimum recommended soil volumes are:

- Small Tree: 5-15 cubic meters
- Medium Tree: 20-40 cubic meters
- Large Tree: 50+ cubic meters

Keep tree pit design as simple as possible and minimise the amount of disturbance to the soil.

Excavations for tree pits should be square in shape, be at least twice the diameter of the root spread and one and a half times the depth of the roots of the stock to be planted.

Topsoil should not be used in the planting pit below the depth at which it occurs in the natural soil.

Embrace new tree pit technologies to meet the load-bearing requirement for a structurally sound pavement installation while enhancing the amount of rooting space for urban trees. Consider ways of integrating tree planting into sustainable drainage schemes in order to reduce flooding and increase water availability for trees. Specialist advice should be sought.

Aeration - tree pit design should include a means of facilitating air supply below the surface.

Any tree planted near to paved areas or utilities must have appropriate root management specified.

## 6. Tree Support

Trees must be adequately supported for an appropriate period depending on size. Larger trees may need support for up to 3 years. It may also be necessary to install guards around trees to prevent physical injury to the tree.

Making a young tree and its protection devices look attractive can help inspire respect and limit vandalism.

Where suitable, underground guying should be considered.

## 7. Maintenance

Maintenance and after-care is an essential part of tree planting and establishment. Records should be kept for all new trees, including:

- Planting date and details of planting pit;
- Photographic evidence of the tree and tree pit prior to planting;
- Regular watering, especially in summer months with a record of dates for up to three years from planting depending on size and species;
- Six monthly inspection for signs of ill health or damage;
- Removal or adjustment of stakes and ties
- Formative pruning where necessary.

Weeding within the area of the planting pit and replenishment of the mulch layer should be carried out by hand.

Ensure that new layers of mulch do not raise the level beyond 100mm.

Great care must be taken to avoid injury to the bark of newly planted trees. Strimmer guards must be installed to protect the base of trees planted within grass.

The stakes supporting the tree should be removed after a period of 2-3 years, depending upon the tree's degree of exposure.

Supporting ties and belts should also be checked and loosened at least once a year, in order to safeguard the tree from damage.





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**Report Reference Number:** E/22/8

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**To:** Executive  
**Date:** 7 July 2022  
**Status:** Non-key  
**Ward(s) Affected:** All  
**Author:** Keith Cadman, Head of Commissioning, Contracts and Procurement  
**Lead Executive Member:** Councillor Tim Grogan, Executive Lead Member for Health and Culture  
**Lead Officer:** Suzan Harrington, Director of Corporate Services and Commissioning

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**Title: Outcomes of the trial of alternative fuel to fossil diesel**

**Summary:**

Hydrogenated Vegetable Oil (HVO) is an alternative fuel to fossil diesel that has significant carbon reduction benefits. A 12-week trial was undertaken between December 2021 and February 2022 to assess carbon reductions together with vehicle and driver impacts of using HVO fuel as an alternative to fossil diesel. The trial was funded and conducted by Urbaser Ltd who produced the outcome report at Appendix A. The trial was successful and demonstrated the expected carbon reductions. In addition, there were no vehicle or driver issues arising from the HVO fuel trial.

HVO fuel is more expensive per litre than fossil diesel and since the trial outcomes were reported, HVO fuel has increased at a faster rate per litre than fossil diesel resulting in the adoption of HVO fuel currently being financially unsustainable. However, the trial results have been shared with fleet operations for the new North Yorkshire Council to assist any future decisions regarding alternative fuel for a much larger fleet.

**Recommendation:**

**That the Executive note the contents of the report and refer the trial outcomes to North Yorkshire Council for consideration when markets and price differentials return to pre-2022 levels.**

**Reasons for recommendation**

The implementation of HVO fuel would save 890 tonnes of carbon from Environmental Services fleet operations for Selby and make a significant contribution to carbon zero

by 2030. However, due to current market conditions and world events the increased cost is currently unsustainable and likely to increase in the short to medium term.

## **1. Report**

- 1.1 Urbaser approached Officers in September 2021 with a business case and proposal for a trial of HVO fuel as an alternative to fossil diesel which was expected to make significant reductions in carbon emissions and support progress towards net zero by 2030.
- 1.2 The Selby contract was selected for the trial by Urbaser due to Selby having a modern fleet with a range of waste collection, street cleansing and grounds maintenance vehicles that could be included in the scope of the trial. It also has a proactive local management team and local authority client that would provide the necessary support to the trial. Approval for the trial was agreed with the Selby client in September and a fuel tank was ordered and commissioned at the end of November 2021.
- 1.3 HVO fuel is renewable, sustainable and 100% biodegradable: synthesised from waste fats and vegetable oils. There is full traceability of the feedstock, and it is palm oil free. It is a 100% drop in replacement fuel meaning that it can directly replace fossil diesel without any engine modifications. HVO fuel is certified by the ISCC to reduce carbon emissions by 90% compared to fossil diesel and reduces Particulates by 85% and NOx by 30%.
- 1.4 The HVO fuel tank was installed and commissioned in November 2021 with the 3-month trial starting in December 2021. A selection of six vehicles were utilised for the trial, consisting of four refuse vehicles, a mechanical sweeper and a caged vehicle.
- 1.5 The anticipated outcomes of the trial were summarised in the original business case as:
  - The tonnage of CO<sub>2</sub>e/L displaced by the HVO fuel during the trial period
  - Confirmation of total cost difference of switching fuel including any other unforeseen cost
  - Any difference in MPG of the vehicles using HVO fuel
  - Any difference in AdBlue usage of the vehicles using HVO fuel
  - Any noticeable drive difference or vehicle noise reduction compared to conventional diesel
  - Any changes to operational practices or staff training required
- 1.6 Details of the trial outcomes are contained in the report at Appendix A but in summary the trial of six vehicles saved 68.17 tonnes of carbon and showed minor changes to MPG with no adverse driver or vehicle issues.
- 1.7 HVO fuel is more expensive than fossil diesel and it is estimated that a switch to this fuel will increase annual fuel costs by approximately £110k based on latest available prices – significantly higher than indicated by the trial. Set out in the table below are the comparable cost per litre of HVO and fossil diesel fuel



over a seven-month period which has been a particularly volatile period of fuel cost increases. The HVO index for May 2022 showed a price difference of 35p per litre but the HVO supplier Green Biofuels advise this jump in price has been caused by two factors, a) surge in demand for the fuel from European markets and b) feedstock supply issues due to the war in Ukraine. In the medium to long term, it is expected that supply will catch up to meet demand and it is understood there are plans to open UK refineries for HVO but unfortunately that does not address the issues in the short term.

1.8 When the original proposal and trial was pulled together, prices over a 6-month period indicated that an additional £49k in the revenue budget was required to fund HVO as opposed to diesel. Since then, the gap has widened in May 2022 to 35p driven by supply issues as a result of the crisis in Ukraine and increasing demand for the product. Taking the latest differential an additional £110.6k of revenue costs would be required per annum to run the fleet on HVO fuel, which equates to £73.7k for the current year with supply commencing at the start of August 2022. Whilst there is an expectation in the longer term that supply will begin to meet demand, it is not expected that there will be a resolution to the increasing price as a result of issues of supply in the short term. It is therefore quite feasible that there may be further increases in the gap between cost of HVO and diesel in future months.

1.9 The table below demonstrates the unpredictable fluctuation in the difference between HVO and diesel per litre price over time and illustrates three future scenarios in the price gap – 20% increase, 20% decrease and maintaining May 22 levels.

Fuel Price Date	Fossil Diesel Price (PPL)	HVO Fuel Price (PPL)	Fuel Price Difference per litre	Fuel Usage litre 000's	Annual Fuel Price increase £	Forecast Gap Reduction by 20% on May 22 Levels	Forecast Gap Reduction Maintained at May 22 Levels	Forecast Gap Increase by 20% on May 22 Levels
Nov 21	119.13	124.31	5.18	316	16,369			
Dec 21	112.06	136.14	24.08	316	76,093			
Jan 22	116.73	132.16	15.43	316	48,759			
Feb 22	119.96	133.85	13.89	316	43,892			
Mar 22	126.16	134.08	7.92	316	25,027			
Apr 22	137.73	165.26	27.53	316	86,995			
May 22			35.00	316	110,600			
	<b>Forecast</b>			316		88,480	110,600	132,720

1.10 Appendix A (5.2) also outlines the sharp increase in price comparable to Diesel through increased cost of HVO production and the impact of the current crisis in Ukraine and overall increased demand. It is reasonable to assume in the longer-term assumptions can be made about the increasing demand for HVO Fuel or other alternatives to meet net zero emissions by 2030. Currently increased demand is driving prices up but is expected that more suppliers will

come to the market which should have a positive impact on pricing, whether this will still track diesel pricing which is continually rising remains to be seen.

- 1.11 One further point of note is that vehicles can be switched from diesel to HVO and back easily, with just a tank clean at very low cost required. This does minimise risk if HVO was adopted should supplies run short and availability be an issue.

## **2. Implications**

### **2.1 Legal Implications**

There are no direct legal implications of this report.

### **2.2 Financial Implications**

None arising from the recommendation in this report.

### **2.3 Policy and Risk Implications**

Given the pressure on markets, there is significant volatility in HVO prices at this time and therefore a very real risk of further price rises. The financial assessment above models a further 20% increase which would add £132k to the Council's costs. However, this clearly cannot be viewed as a maximum.

The Low Carbon Strategy 2021-2030 was approved in February 2022 and outlines the Council's ambition to become carbon neutral by 2030. One objective of meeting this target is to reduce our scope 1 and 2 emissions through divestment from fossil fuel energy sources and encourage sustainable transport.

The trial outcomes have been shared with NYCC fleet operations for consideration by the new North Yorkshire Unitary council.

### **2.4 Corporate Plan Implications**

The Council Plan 2020-2030 sets out the vision for the Council over the next ten years. As part of this vision the strategic priority, 'a great place to ENJOY' includes the objective to improve environmental quality and sustainable transport. The headline delivery priorities for this objective are to reduce our carbon footprint and aim to be carbon neutral before 2050. This is to be achieved by actively reducing our carbon footprint, supporting low carbon projects that benefit the district through close working with local partners, improving air quality and promoting sustainable transport.

### **2.5 Resource Implications**

None directly from this report.

### **2.6 Other Implications**

Scarborough Borough Council have also recently undertaken a HVO trial with similar outcomes and adopted HVO fuel earlier this year. However, Scarborough have advised that due to significant price increases in HVO fuel they are monitoring expenditure monthly to potentially revert to fossil diesel when HVO budgets have been exhausted. The Local Government Reorganisation Fleet workstream have requested and been provided information by Selby and Scarborough regarding the HVO trial.

## **2.7 Equalities Impact Assessment**

None directly from this report.

## **3. Conclusion**

Whilst a switch to HVO fuel will save significant amounts of carbon the currently volatility of prices due to world events is such that the cost in the short to medium term is prohibitive.

## **4. Background Documents**

None.

## **5. Appendices**

Appendix A - Selby HVO Fuel Trial Outcome Report

### **Contact Officer:**

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	<b>Selby HVO Fuel Trial Outcome Report</b>	<b>Doc. Code</b>	
		<b>Version: 3</b>	<b>08/04/2022</b>

## 1. SUMMARY

Selby District Council (the Council) in partnership with its Environmental Services Contractor, Urbaser Ltd, conducted a 3-month trial of Hydrogenated Vegetable Oil (HVO) on six of its waste and recycling collection and street cleansing vehicles. HVO is an environmentally friendly alternative for fossil diesel, to reduce fleet emissions and improve local air quality.

Emissions testing was undertaken in November 2021 on two of the operational vehicles that were running on EN590 fossil diesel before the trial and then again in February 2022 after the vehicles had been running on HVO for 12 weeks. The results showed a significant reduction in emissions in both vehicles, but the percentage reduction was greater in the newer Euro 6 waste collection vehicle compared to the earlier generation Euro 6 caged tipper vehicle.

The newer Euro 6 waste collection vehicle reduced measurable carbon emissions by 100% compared to fossil diesel, and reduced Particulates by 22% and NOx by 69%.

The earlier generation Euro 6 caged tipper vehicle reduced measurable carbon emissions by 44% compared to fossil diesel, and reduced Particulates by 35% and NOx by 24%.

The trial saw large variations in miles per gallon between the vehicles which overall resulted in a small reduction in the MPG of 4.54% when averaged across these six trial vehicles. The large variance of -15.49% to 22.06% could be due to a number of factors that would impact the efficiency of the vehicles such as a change of driver with different driving behaviours, change of collection areas with different rurality and seasonality of services impacting the vehicle workloads during the trial period.

The trial saw a total of 68.17 tonnes of CO<sub>2</sub>e/L displaced by the HVO fuel during the trial period. This would result in an annual reduction of 890.83 tonnes if the whole fleet were to switch over to HVO. The only exception would be a small mechanical road sweeper, Hako City Master 1600 (KX19EZL), used on the Environmental Services Contract which is unable to run on HVO fuel.

Following the successful trial, it is recommended that the Council make a permanent switch to HVO fuel across the whole of the Environmental Services fleet. It is expected that the cost of switching to HVO would result in an additional annual cost of between £31,531.05 and £47,296.58 for fuel and a one-off cost of £1,872.00 for an inspection and cleanse of the fuel tank at the Prospect Way depot, Selby.

## 2. INTRODUCTION

By 2030, the Council and its operations will be carbon neutral, positively helping Selby District and the North Yorkshire area move to a net zero carbon economy. The Low Carbon Strategy aims to understand the Council's carbon emissions, what steps can be taken to reduce them and how it can positively influence the wider district carbon footprint.

The Scope 1 emissions (fuel usage in vehicles) on the Environmental Services Contract are a significant contributor to the Council's total carbon footprint. In line with this net zero commitment, the Council has worked with its contractor Urbaser to explore measures that can be implemented to reduce these Scope 1 emissions and improve local air quality.

In September 2021, Urbaser put forward a business case to the Council to undertake a trial of HVO fuel as a replacement for fossil diesel on the Selby Environmental Services Contract. The aim of the trial was to gauge whether HVO fuel is a viable intermediary fuel to deliver carbon emission savings on municipal services contracts ahead of a switch to electric or other alternative fuels which are currently too expensive for the transition of a whole contract fleet.

HVO fuel is renewable, sustainable and 100% biodegradable: synthesised from waste fats and vegetable oils. Urbaser’s selected HVO supplier, Green Biofuels provides full traceability of the feedstock, sourced from Neste all within the Netherlands, and it is palm oil free. It is a 100% drop in replacement fuel meaning that it can directly replace fossil diesel without any engine modifications.

Green Biofuels is a founder member of the UK Government’s Renewable Fuel Assurance Scheme (RFAS), managed by the Zemo Partnership. Under the scheme, Green Biofuels is audited on its controls and processes for ensuring the provenance of the fuel supplied to each customer and the underlying feedstock on a quarterly basis. Green Biofuels also has International Sustainability and Carbon Certification (ISCC) approval, which confirms they comply with the RED II Directive and the ISCC certification system.

### 3. SCOPE OF TRIAL

The aim of the trial was to deliver the outcomes detailed later in this report but in summary it is to demonstrate that it could significantly reduce emissions and with the exception of the price difference, that there would be little or no noticeable difference between HVO fuel and fossil diesel in terms of its impact on operations.

A number of national leading fuel suppliers stock and deliver HVO fuel in the UK. Three suppliers were approached for pricing: Bunkercard (Urbaser’s current fossil diesel fuel card supplier), Speedy Fuels (a previous fossil diesel supplier to Urbaser who are competitive on pricing) and Green Biofuels (HVO fuel specialists). The three companies were asked to provide their current market price for HVO fuel delivered to Prospect Way depot, Selby.

The Green Biofuels HVO trial price was the lowest per litre compared to the Speedy Fuels and Bunkercard HVO pricing. This price also included the provision of a 5,000L fuel tank and fuel management system as the existing fuel tank at the depot would be required to hold fossil diesel for the rest of the fleet. Green Biofuels is the largest importer and stockist of HVO in the UK, with multi terminal storage facilities. Green Biofuels operate from four key strategic bulk storage hubs and store between 10 to 25 million litres of fuel in the UK at any one time. In February 2022, BP acquired a 30% stake in Green Biofuels Ltd<sup>1</sup>, further enhancing their position as the HVO supplier UK market leader.

Six Environmental Services vehicles were selected for the trial following discussions with the contract hire provider for the small vehicles, Hitachi, and the vehicle maintenance provider for the waste collection vehicles and large sweeper, GMG, which are owned by the Council.

Vehicle Registration	Vehicle Make & Model	Environmental Service Allocation	Average Monthly Fuel Consumption (L)
SH18YDK	Ford Transit 350 3.5t Caged Tipper	Street Cleansing	326
LN70YAO	26t Mercedes Econic with Faun Body RCV	Commercial Waste Collection	1478
LN70YAY	26t Mercedes Econic with Faun Body RCV	Green Waste Collection	1231
LN70YBZ	15t Mercedes Atego with Faun Body RCV	Rural Collections	1016
LN70YAF	26t Mercedes Econic with Faun Body RCV	Refuse/Recycling Collection	1213
LN70YCD	18t Mercedes Chassis Scarab Body Sweeper	Mechanical Sweeper	1093

The cost of the trial was calculated based on the average monthly fuel consumption of the 6 vehicles included in the trial, a total of 6357L per month. It is important to note that the price below was a discounted rate trial price offered by Green Biofuels and the actual cost per litre would be in the region of 10-15 pence per litre more expensive. As shown with this trial price there was a minimal cost of the trial compared to normal operations.

Fossil Diesel Bulk Delivered	Green Biofuels HVO
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<sup>1</sup> <https://www.bp.com/en/global/corporate/news-and-insights/press-releases/bp-acquires-30-per-cent-stake-in-the-uks-largest-provider-of-low-emission-hydrogenated-vegetable-oil-fuels.html>

Quote Date	November 2021	November 2021
Price per Litre	119.13p	119.21p
Price per Month	£7573.09	£7,578.18
Total Trial Price – 3 Months	£22,719.28	£22,734.54
3 Month Price Difference Vs Fossil Diesel	-	<b>£15.26</b>

Once Green Biofuels had been selected, Urbaser set them up as a new supplier on their system to order the HVO fuel and completed the necessary Green Biofuels requested documentation. The 5,000L fuel tank was delivered in November 2021 and the Urbaser Selby management team arranged for an engineer to connect it to the power at the Prospect Way depot.

A Green Biofuels engineer then attended site to deliver training to Urbaser Selby staff on the fuel tank dispensing system and undertake initial tailpipe emissions testing on one of the waste collection vehicles (LN70YAF) and the 3.5t caged tipper (SH18YDK). A follow up emissions test then took place on these same vehicles once they had been running on HVO fuel for 12 weeks.

#### 4. OUTCOMES

The trial saw the following outcomes:

1. The trial saw 68.17 tonnes of CO<sub>2</sub>e/L displaced by the HVO fuel during the trial period.

The emissions savings have been set out below based on the total fuel used by the 6 vehicles during the trial period at Selby (23,752 litres) and using the UK Department for Transport standard Diesel B7 and Green Biofuels GreenD+ HVO emissions assumptions for fuel Scope 1. The emissions savings of switching from fossil diesel B7 to Green Biofuels GreenD+ HVO have been calculated based on the total fuel consumption of 23,752 litres during the trial period.

	Fossil Diesel B7	Green Biofuels GreenD+ HVO	Difference / Emissions Savings
<b>Kg CO<sub>2</sub>e/L</b>	3.12	0.25	2.87
<b>Total Trial Kg CO<sub>2</sub> Emissions (Usage - 23,752L)</b>	74,106.24	5,938.00	68,168.24
<b>Total Trial t CO<sub>2</sub> Emissions (Usage - 23,752L)</b>	<b>74.11</b>	<b>5.94</b>	<b><u>68.17</u></b>

2. The emissions testing undertaken on the waste collection vehicle (LN70YAF) and the 3.5t caged tipper (SH18YDK) showed a significant reduction in emissions in both vehicles but the percentage reduction was greater in the newer Euro 6 waste collection vehicle compared to the earlier generation Euro 6 caged tipper vehicle.

The newer Euro 6 waste collection vehicle reduced measurable carbon emissions by 100% compared to fossil diesel, and reduced Particulates by 22% and NO<sub>x</sub> by 69%. The earlier generation Euro 6 caged tipper vehicle reduced measurable carbon emissions by 44% compared to fossil diesel, and reduced Particulates by 35% and NO<sub>x</sub> by 24%.

Vehicle	PN (#/cm <sup>3</sup> )	NO (ppm)	NO <sub>2</sub> (ppm)	NO <sub>x</sub> (ppm)	CO (ppm)
LN70YAF	-22.1	-68.6	-100.0	-69.4	-100

SH18YDK	-35.1	-22.7	-100.0	-23.6	-43.7
Average	-28.6	-45.65	-100.0	-46.5	-71.85

3. The trial saw large variations in miles per gallon between the vehicles which overall resulted in a small reduction in the MPG of 4.54% when averaged across these six trial vehicles. The large variance of -15.49% to 22.06% could be due to a number of factors that would impact the efficiency of the vehicles such as a change of driver with different driving behaviours, change of collection areas with different rurality and seasonality of services impacting the vehicle workloads during the trial period.

Vehicle	Vehicle Type	White Diesel			HVO			Difference in MPG	% Change in MPG
		KM	Fuel used (litres)	MPG	KM	Fuel used (litres)	MPG		
SH18YDK	Ford Transit	6734	1273	14.94	6498	1334	13.76	-1.18	-7.90%
LN70YAO	Mercedes Econic	9692	4909	5.58	9437	5540	4.81	-0.77	-13.80%
LN70YAF	Mercedes Econic	2725	3770	2.04	3764	4278	2.49	0.45	22.06%
LN70YAY	Mercedes Econic	2325	2214	2.97	2095	2359	2.51	-0.46	-15.49%
LN70YBZ	Mercedes Atego	6563	2489	7.45	4587	2850	7.32	-0.13	-1.74%
LN70YCD	Scarab Magnum	4170	4201	2.8	6555	7391	2.51	-0.29	-10.36%
								-0.40	-4.54%

4. The drivers reported no noticeable drive difference of the vehicles when they were operating on HVO fuel during the trial period. With the exception of refuelling in a different part of the depot and using a different fuel tank, there were no other changes to operational practices resulting from the trial.

## 5. RECOMMENDATIONS

Following the successful trial, it is recommended that the Council make a permanent switch to HVO fuel across the whole of the Environmental Services fleet.

### 5.1. OPERATIONAL CONSIDERATIONS

The Prospect Way depot already has its own 39,000 litre on-site fuel tank to refuel the vehicle fleet which could be used to store the HVO fuel. A tank inspection will be required ahead of the first HVO fuel delivery to make sure it is clean and free from sludge internally as fossil diesel has Fatty Acid Methyl Esters (FAME) in it which attracts water.

The Environmental Services Contract uses a small mechanical road sweeper, Hako City Master 1600 (KX19EZL), which is unable to run on HVO fuel. A fuel card would need to be used to refuel this vehicle.

### 5.2. FINANCIAL CONSIDERATIONS

The price of HVO has seen recent sharp increases similar to the EN590 fossil diesel price. This is due in part to increased cost of HVO production, but it has also been impacted by the current crisis in Ukraine. Although the HVO feedstock is secure (it is sourced from Neste all within the Netherlands), the oil price rise has caused customers to look for alternative options in the market which has subsequently increased the demand on HVO.



The price of HVO tracks the price of EN590 fossil diesel, with HVO being on average in the region of 10-15 pence per litre more expensive than EN590 fossil diesel. This is shown in Appendix 1 of this report which compares the historical monthly averages of the HVO index against the ULSD index for EN590 fossil diesel. Note these indices do not include end user costs such as delivery, fuel supplier margin etc.

Based on the historical annual fuel usage of the Environmental Services Contract, it is expected that the cost of switching to HVO would result in an additional annual cost of between £31,531.05 and £47,296.58 for fuel. These calculations exclude the small mechanical road sweeper, Hako City Master 1600 (KX19EZL) which is unable to run on HVO fuel.

Time Period	Litres Used	Litres Used (Excl. Hako Sweeper)	Lower Estimate (10ppl More)	Higher Estimate (15ppl More)
1 Feb 21 - 28 Feb 22	319,832.52	315,310.52	£31,531.05	£47,296.58

As HVO tracks the EN590 fossil diesel price, any future oil price fluctuations would be expected to impact fossil diesel and HVO in a similar manner and it is envisaged that the Environmental Services Contract fuel indexation would be dealt with by applying the existing contractual mechanisms.

In addition to the spot market price, Green Biofuels provide a 12-month fixed rate that offers a locked in price for its customers which given the recent market direction of the HVO fuel price may offer better value than the spot market price. This is the most popular option amongst Green Biofuels customers. In addition, it is recommended to approach alternative suppliers to benchmark Green Biofuels price and ensure that best value is achieved. As part of this benchmarking exercise, it will be important to check that any other supplier approached holds the same quality accreditations as Green Biofuels, i.e. part of the UK Government’s Renewable Fuel Assurance Scheme (RFAS) and International Sustainability and Carbon Certification (ISCC) approval.

The only other cost associated with switching to HVO would be the requirement for an inspection and cleanse of the fuel tank at the Prospect Way depot, Selby. This consists of a full service and calibration to the Merridale pump, draining of residual sludge and waste from the bottom of the tank and removal from site. A waste certificate / consignment notice would be issued on completion. The cost of this would be £1,872.00 excluding VAT.

**5.3. ENVIRONMENTAL CONSIDERATIONS**

The switch to HVO fuel across the whole of the Environmental Services fleet would result in a significant reduction in Scope 1 carbon emissions (fuel usage in vehicles) on the Contract. The Scope 1 emissions of the Environmental Services Contract is a significant contributor to the Council’s total carbon footprint and as such would support the Council’s Low Carbon Strategy commitment to be carbon neutral by 2030.

The trial saw 68.17 tonnes of CO2e/L displaced by the HVO fuel during the trial period. This would result in an annual reduction of 890.83 tonnes if the whole fleet were to switch over to HVO. The only exception would be a small mechanical road sweeper, Hako City Master 1600 (KX19EZL), used on the Environmental Services Contract which is unable to run on HVO fuel.

In addition, HVO fuel is biodegradable, non-toxic and odourless as its made from 100% renewable waste materials meaning it is safe for operatives to handle and significantly lower risk in the event of any spillages to the environment compared to fossil diesel.

## 6. APPENDIX 1 – HVO VS ULSD INDEX COMPARISON

Month / Year	HVO - PPL FT (North West Europe)	Blended ULSD FAME-10 NS (RED)   UK - PPL FT + Duty (Rotterdam Blended)	Monthly Average Difference
Apr-21	107.50	96.06	11.44
May-21	110.18	98.67	11.51
Jun-21	118.93	100.93	18.00
Jul-21	114.62	101.76	12.86
Aug-21	112.20	101.19	11.01
Sep-21	112.44	105.58	6.87
Oct-21	118.24	114.09	4.16
Nov-21	127.96	113.81	14.15
Dec-21	133.97	110.19	23.78
Jan-22	130.08	114.67	15.41
Feb-22	130.44	118.62	11.82
Mar-22	151.38	140.21	11.16



Report Reference Number: E/22/9

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<b>To:</b>	<b>Executive</b>
<b>Date:</b>	<b>7 July 2022</b>
<b>Status:</b>	<b>Non-Key Decision</b>
<b>Ward(s) Affected:</b>	<b>All</b>
<b>Author:</b>	<b>Gillian Bruce, Business Transformation Officer</b>
<b>Lead Executive Member:</b>	<b>Mark Crane, Leader of the Council</b>
<b>Lead Officer:</b>	<b>Stuart Robinson – Head of Business Development and Improvement</b>

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**Title: Corporate Performance Report - Quarter 4 2021/22 (January to March)**

**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:**

- 1. That the report is noted and approved.**
- 2. That the 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.

### 1.3 There are three parts to this report:

- the Council Delivery Plan 2020-23 Monitoring Report (Appendix A) which sets out the objectives, actions and key milestones under each theme and provides overall commentary and RAG rating for each action (updates as at the end of April 2022);
- the quarterly Corporate Performance Report (Appendix B) which sets out the detail in terms of progress (or otherwise) against the Council's priorities in quarter 4 of 2021/22 (covering the period January to March 2022); and
- the Year End summary report (Appendix C) which covers performance across the whole of 2021/22.

Throughout 2021/22 Covid-19 was a live incident which inevitably had an impact on the delivery of a number of services.

## 2. Issues for consideration

2.1 The specific focus of this report covers the period January to March 2022. The majority of restrictions due to the Covid-19 pandemic were lifted during this period.

2.2 The report also looks at overall performance for 2021/22 and how it compares to 2020/21. This is picked up in section 3.

### 2.3 Summary of progress in quarter 4.

To summarise progress in quarter 4:

- 54% of KPIs reported are showing improvement over the longer term or have maintained 100% performance. In quarter 3, this figure was 64%.
- 78% of KPIs reported are on target – with 9% of KPIs within acceptable tolerances. In quarter 3, this figure was 64%.

### 2.4 A focus on repairs to council owned properties

The ongoing pressure on resources, coupled with the nature of the works now residing within the original backlog created during the various lockdowns, has resulted in progress slowing significantly with around 87% completed.

In addition, as staffing numbers have dipped due to resignations and capacity within the remaining workforce reduced, the number of open repairs has seen an increase of circa 15%.

On average, the Council receives between 300 and 350 new repairs each week, which results in a rolling average of between 1,500 and 1,800 repairs ongoing at any one time. At the end of the Q4 there were 2589 repairs outstanding which includes the 13% of backlog repairs still to be completed, as well as those still within their respective target dates.



## **2.5 What went well in quarter 4 - Positive Performance - KPIs**

- 2.5.1 The number of SMEs supported stands at 79. This is comparable to the same period last year (80) and significantly exceeds the target of 50.
- 2.5.2 Total number of empty homes (6 months+) brought back through direct action is 79 for Q4. This comfortably exceeds the revised target of 20 (previously 15). However, it is lower than Q4 for 2020/21 which was 99.
- 2.5.3 98.1% of Council Tax liability was collected against the target of 97.9% and is comparable to the same time last year (98.11%).
- 2.5.4 102.36% of the 2021/22 Non-domestic rates liability was collected against a target of 98.55%. This takes into account Covid-19 Additional Relief Fund payments. However, removing CARF payments the collection rate is 96.78% - still better than last year but below target for 2021/22.
- 2.5.5 98.5% of Sundry Debt was collected against the target of 97.01% - this is also better than last year.
- 2.5.6 National targets were met for both processing of new benefit claims and processing of changes of circumstances. This was a major achievement for a service also dealing with Covid grants and preparing for the government's energy rebate scheme.
- 2.5.7 All planning applications were dealt with within the relevant statutory targets or extension of time.
- 2.5.8 92% of stage 1 corporate complaints were fully responded to within required timescales against the target of 90%. Whilst slightly down on the previous quarter, this is broadly in line with performance in Q4 last year.
- 2.5.9 Similarly, 92% of freedom of information requests were responded to within the target time of 20 days – better than Q3 and exceeds the target of 86%
- 2.5.10 The average days to re-let standard void types now stands at 13.64 days sustaining the improvement seen across the first three quarters of the year. This is against a target of 26 days. At the same time, the average days to re-let major void types now stands at 40.88 days against the target of 45 days
- 2.5.11 Performance on the number of missed waste collections was significantly better than previous quarters.

## **2.6 What did not go so well in quarter 3 – and what are we doing about it**

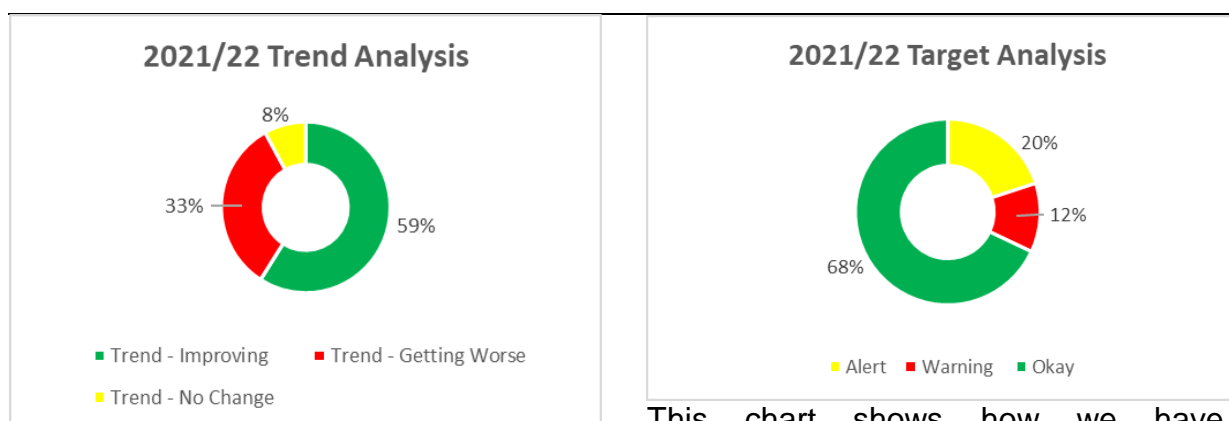
- 2.6.1 Whilst planned savings in the general fund of £184k are expected to be achieved, the remaining £195k saving is linked to securing the benefits of some of our digital investment and transformation.
- 2.6.2 The percentage of stage 2 corporate complaints fully responded to within the required time saw a drop in performance to 66.6% against a target of 90%. However, this relates to a total of 3 stage 2 complaints being dealt with, one of which was responded to out of time.

- 2.6.3 Average days sick per FTE (full time employee) rolling 12 months saw a further rise in sickness absence in Q4 at 6.79 days per FTE – higher than the previous quarter (6 days) and higher than the same period last year (3.78) - against a target of 5 days per FTE. Q4 has seen an increase in staff returning to work in the office more regularly. During Q4 Covid accounted for 77.95 days lost (20.04% of total absences). Over the last rolling 12 months, Covid accounted for 199.95 days lost (13.30% of total absences).
- 2.6.4 Performance on the amounts of household waste collected (more collected) and the recycling rates (less recycled) was below previous quarters.

### 3. Annual Performance Report 2021/22

- 3.1 Appendix C sets out the detail in terms of progress (or otherwise) against the Council's priorities during 2021/22.

A summary of performance is set out in the charts below:



This chart shows how we have performed in 2021/22 in comparison to 2020/21. It only includes those indicators which are

This chart shows how we have performed in 2021/22 against our annual targets. This does not include those indicators which are for data only.

- 3.2 Headlines:

#### Trend analysis

Year	Improved performance	Reduced performance	No change
2021/22 (c/w 20/21)	59%	33%	8%
2020/21 (c/w 19/20)	46%	54%	0%
2019/20 (c/w 18/19)	44%	56%	0%

#### Target analysis

Year	On target	Amber warning	Missed target
2021/22	68%	20%	12%
2020/21	68%	29%	3%
2019/20	72%	3%	25%

## **4. Implications**

### **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 Q4 2021/22

Appendix B: KPI Report Q4 2021/22

Appendix C: Annual/Year End Performance 2021/22




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## APPENDIX A




# 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			The Development Management Service is continuing to process applications efficiently. The Covid pandemic created a back log which has been coupled with a high number of planning applications during 2021/22. This reflected in annual income of over £1.5m which is the highest amount recorded.  Significant progress has been made on the production of a Local Plan. This document sets out a portfolio of housing and employment sites to meet growth up to 2040. Consultation on the Preferred Options draft of the plan took place between 31st January and 12 March 2021. Over 1200 comments were received. A further 44 sites were submitted as part of the Preferred Options consultation and a further consultation on these additional sites took place between 2nd August and 13th September 2021. A number of additional evidence base documents have also been consulted on as a separate exercise. They related to the	
				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
								approach to Greenbelt, CIL and Local Plan Viability, Greenspace Audit and Indoor/Outdoor Sports. A revised Local Development Scheme has been brought into effect. Officers are working on Publication Version (Regulation 19) of the Local Plan with a view to public consultation and submission to the Secretary of State in early 2023.	
Page 126 Increased Housing Supply	Maximise the number of available homes through delivering the Empty Homes programme.	Sarah Thompson	Cllr Crane	Deliver the Empty Homes Programme	31-Mar-2022		▶	<p>At the end of 2021/22 the total number of empty homes in Selby district is 379 which shows a reduction from the total of 406 at the end of 2020/21.</p> <p>We have brought 79 empty homes that have been empty for 6+ months back into use during 2021/22. This is against a target of 20 which shows the benefit of the dedicated Empty Homes Officer and also the partnership approach between that officer and the Council Tax team. Of the 79 homes brought back into use, 42 had been empty for more than 2 years which again shows that the work of the Empty Homes Officer in targeting long term empty homes is reaping excellent results.</p> <p>The Council's empty homes grant programme, which turns empty homes into homes for households at risk of homelessness/ rough sleeping, also continues to contribute to this figure.</p> <p>At the end of March, we completed the Empty Homes Acquisition programme. This programme has brought 10 empty properties back into use as affordable housing.</p>	▶
Increased Housing Supply	Implement a Selby District Council Housing Development Programme	Phil Hiscott	Cllr Musgrave	Agree the most appropriate delivery models for the HDP	31-Dec-2020	1-Apr-2021	▶	<p><b>Delivery Models</b></p> <p>Affordable Housing Strategy for 2021 onwards approved by the Executive</p>	▶

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				Create HDP Programme Board, agree priority sites within Phase 2 and the Development Programme.	31-March-2023		▶	<p>April 2021. This sets out the delivery priorities for the HDP. HDP Board created and meetings taking place.</p> <p><b>HDP Phase 2:</b></p> <p>Following the grant of planning consent for Barff View, work now underway to finalise the tender package for all four sites, ready for issue to market. Further progress will be determined by the cost submissions received and financial viability modelling thereon.</p> <p><b>S106 Acquisitions:</b></p> <p>Planning consent for the Staynor Hall development by Persimmon secured. Dialogue regarding the Council's interest in securing 22 of their affordable housing provision ongoing - next milestone is the formal completion of the land purchase by Persimmon in April 2022.</p> <p>Negotiations ongoing to purchase Selby &amp; District Housing Trust Homes. Executive agreed in principle purchase in April.</p> <p><b>Empty Homes/Council House Buy-backs:</b></p> <p>The programme part funded by Homes England to acquire 10 empty homes is now complete, with works to the final three properties finishing in Q4.</p> <p>The first property to be acquired through our one-for-one replacement programme using S106 monies is also progressing well, with completion scheduled for April 2022.</p>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Improve our Housing Stock Page 128	Deliver the housing improvement programme element of the HRA Business Plan 2019-2025.	Phil Hiscott	Cllr Crane	Deliver the HRA improvement Plan.	31-Mar-2022			The Housing Repairs Service is continuing to refurbish VOID properties and carry out all repairs and performance in these areas remains on target.  We continue to work through the remaining backlog of works resulting from the various Covid lockdowns and have brought in additional internal and external support to clear the remaining repairs as soon as possible.	
				Deliver the HRA Business Plan 3 Year Capital Investment Programme (agreed Dec 2019).	31-March-2023			We continue to experience increased lead times on numerous materials (kitchens, roof tiles, central heating components) and are working with our contractor and suppliers to mitigate the impact of these delays.  Access refusals relating to Covid have seen a gradual decline in Q4, although we do continue to encounter understandable reticence in some settings.  In addition, we have seen further requests for price increases due to increased material and labour costs.  Delivery of the capital investment programme continued over Q4, with circa 95% of the overall budget available spent improving people's homes across the district.	
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			<b>Revitalising Towns Initiative</b> The priority projects included within the Town Centres Revitalisation Programme were approved by Executive in September 2021. The scope of the work has been broadened to include	









OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				Develop partnership groups for implementing Selby, Sherburn and Tadcaster Town Centre Action Plans.	31-Dec-2020			Sherburn Legacy Projects. Detailed project plans are being developed to ensure projects are completed (or at least in contract or under construction) by March 2023. Projects include: - Tadcaster – Improvements to Tadcaster Bus Station	
				Complete Town Centre Action Plan for Tadcaster	30-Apr-2022			Sherburn – Low Street improvements Selby – Market Place and Park improvements The Town Centre Action Plan for Tadcaster will be finalised alongside the next stage of the Local Plan.	
				Implement the Opening Town Centres Safely plan.	31-Mar-2022			<b>Selby District Places and Movement Study</b> A report summarising the consultation, and proposed way forward was approved at the September Executive. The report also acknowledged the current work being undertaken by the Local Plan Team in Tadcaster, which includes place and movement type proposals.	
				Implement key projects from Town Action Plans for Selby, Sherburn and Tadcaster including:	31-Mar-2021			A Place and Movement Phase 2 is currently being progressed by NYCC Highways. The Phase Two report will build upon the outcome of the consultation and identify a set of priority projects, focussed on key junctions in Selby and Sherburn and measures to support active travel.	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				Complete Places and Movement study of Selby, Sherburn and Tadcaster – joint with NYCC (plus LEP funds).	30-Apr-2021	30-Apr-22 (Phase 1)	▶	<p><b>Selby Station Gateway Transforming Cities Fund (TCF)</b></p> <p>The Outline Business Case (OBC) was submitted to WYCA Final approval for the OBC was received in February 2022. Work is now being completed on the FBC and this will be submitted in August 2022 (subject to approval by the SDC Executive).</p>	
				Deliver the Selby town centre High St Heritage Action Zone programme.	31-Mar-2023		▶	<p>Strong progress has been achieved with land acquisition, including purchase of the Selby Business centre in December 2022.</p> <p>The planning application for TCF is now submitted and is being considered. Officers are in continuous dialogue with WYCA over delivery timescales and Members will be informed as further information becomes available. The Council has identified sufficient funding to ensure that the Station Gateway scheme will be fully delivered, including the Station Plaza, by March 2024.</p>	
				Deliver Transforming Cities Fund programme to transform the Selby station area.	31-Mar-2023	Note: extension to completion date approved by DfT. New completion date March 2024 (await final confirmation)	▶	<p>DfT have confirmed verbally that spend of TCF can extend to March 2024.</p> <p><b>Selby Town Centre High Street Heritage Action Zone</b></p>	
								<p>The HSHAZ is a four-year programme funded by Historic England, which began in July 2020 and runs until the end of March 2024. It includes the creation of new planning guidance, the Town Centre Design Guide, which explores the details of Selby's heritage character, and is now available to assist the Planning Team at the Council with making decisions on planning applications and guidance to property owners about sensitive development in the town centre.</p>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>Two building conservation projects are now on site in the town centre and a third was completed in March 2022. The project is now looking ahead to develop the next phase, carrying out surveys in more possible projects for this coming year. New streetscape and car park designs are to come this next year.</p> <p>Community engagement in 2021/22 included the use of Lego and Minecraft to engage our younger residents, walking tours with a character guide, architecture lectures about conservation and exemplar development ideas, and art workshops to explore our famous residents and visitors.</p>	

### Theme: A great place to ENJOY

<b>Community</b>	<b>Develop a resilient community</b>	Angela Crossland	Cllr Buckle	Establish local arrangements that support residents in addressing financial difficulty.	31-Dec-2020	31-Mar-2021		£2M Community Legacy Fund with Two Ridings Community Foundation established to support local community organisations to access District funding, protected to the area in perpetuity. The Fund was launched on 1 <sup>st</sup> November 2021.	
				Collaborate with community representatives and funders to establish the community engagement and funding process post covid-19	30-Jun-2021	01-Nov-2021			

				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	31-Mar-2022		Selby Health Matters Partnership established a new action plan for 2021-2023 which includes developing a leadership programme to support VCSE and health leaders to provide joined up services. Programme design will be developed in line with LGR Community Networks. Interim local place leader networks established by Community First Yorkshire. Selby District AVS has joined the Equalities and Advice networks to further strengthen connections between VCSE providers.	
Page 132	<b>Environment – Low Carbon</b>	<b>Implement the recommendations of the Low Carbon Working Group (LCWG)</b>	Dave Caulfield	Cllr Musgrave	Develop a Low Carbon Action Plan considering the recommendations of the Low Carbon Working Group.	31-Dec-2020		<p>February Council approved the Low Carbon Strategy 2021 – 2030 and agreed to support achievement of carbon neutrality before 2050 or sooner and to offset scope 1 and 2 emissions from 2018 to 2023.</p> <p>Scope 1, 2 and 3 emissions data collated for 2019/20, 20/21 and 21/22 – aim to have this completed by June.</p> <p>Seven Fitbits raffled to staff in April to encourage walking and more sustainable travel. Cycle to work scheme promoted.</p> <p>Pilot project to use HVO fuel in waste collection vehicles has proved successful and will reduce emissions created by our fleet. Funding now being sought to implement fully.</p> <p>Discussed options for using renewable energy with YPO. On hold due to less than 12 months left of SDC.</p> <p>Tree planting plans are progressing with collaboration with the White Rose Forest (WRF).</p> <p>'An Introduction to Climate Change' module is now available for all staff to complete.</p> <p>Progress made with a BRE who are developing the housing stock modelling software which will allow us to analyse</p>	

								the energy efficiency of housing in the district. Working in collaboration with North Yorkshire colleagues on LGR plans around climate change – including drafting baseline position statement for the new council. Also in discussions with NYCC as to how to support continued delivery for remainder of SDC when Low Carbon Project officer leaves in June.	
<b>Environment – Green Space</b>	<b>Work with local partners to maintain and enhance local parks, play areas and open spaces.</b>	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		▶	A contract for four playgrounds at parkland drive and woodlands avenue in Tadcaster and Volta Street and Petre Avenue in Selby was awarded in April 2022. Contract meetings have been held and consultations are due to commence in May with all works due for completion in this financial year.	▶

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**Theme: A great place to GROW**

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETE D DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
<b>Local Plan</b>	<b>Deliver the Local Plan by 2023</b>	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. This document sets out a portfolio of housing and employment sites for the next twenty years. Consultation on the Preferred Options draft of the plan took place between 31st January and 12 March 2021. Over 1200 comments were received. A further 44 sites were submitted as part of the Preferred Options consultation and a further consultation on these additional sites	▶
				Develop Submission Draft and consult stakeholders	31-Jul-2022		▶		
				Draft Local Plan Submitted for Examination by the Planning Inspectorate	31-Jan-2023		▶		
				Create the evidence base – including an Infrastructure Delivery Plan for the Selby district.	31-Mar-2023		▶		







OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETE D DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				Local Plan adopted	31-Jan-2024			took place between 2nd August and 13th September 2021. A number of additional evidence base documents have also been consulted on as a separate exercise. They related to the approach to Greenbelt, CIL and Local Plan Viability, Greenspace Audit and Indoor/Outdoor Sports. A revised Local Development Scheme has been brought into effect. Officers are working on Publication Version (Regulation 19) of the Local Plan with a view to public consultation and submission to the Secretary of State in early 2023.	
Page 134 Visitor Economy	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-Jul-2021		'Get to Know Your Heart' resident weekend delivered across district 8-10 Apr. Campaign reached over 100,000 people through social media channels and promoted on buses and radio across district.	
				Deliver short-term outputs – emphasis on local people & stay-cationing	31-Mar-2021	31-Dec-2021		Engagement and planning with national/international trade slowed due to Covid recovery.	
				Deliver medium term outputs – broadening emphasis to national trade	31-Dec-2021	Ongoing		Visitor Economy Strategy Refresh completed and due at Executive in May 2022. Priorities include connecting the sector, strengthening activity and product quality around food and drink, and heritage. Longer term focus to support sector to recover from Covid 19.	
				Longer term outputs – developing emphasis to include international travellers	31-Mar-2023	Ongoing			
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	31-Jul-2021		Announced as one of Arts Council England's National Priority Places. One of 5 in Yorkshire and Humber. Activity plan to be agreed with Arts Council England in Autumn 2022.	
				Implement immediate short-term outputs from the framework; develop key projects in line with covid-19	30-Apr-2022	Ongoing		Cultural Development Framework signed off in July 2021. Artist in residence appointed to Selby Abbey. Product from engagement now	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETE D DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				response and external investment e.g. Barlby Road Corridor project; extending festivals/events offer;				being created and displayed in the Abbey throughout the year. Artist in residence appointed to TCF station development. Concepts for public realm completed and 4 micro-commissions awarded to Selby College students to deliver artwork for the scheme. Artists in residence appointed to two further projects: to engage on the marketplace and to support design of Barlby Road corridor.	
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 with the LEP in the development and shaping of the Covid-19 Economic Recovery Plan. This Plan is constantly reviewed to reflect emerging economic challenges and central government initiatives. Covid economic responses are largely complete now.  The Council's key economic priorities and projects have been put forward for inclusion in the LGR workstream 'Economic Strategy', which will guide the early years of the new authority as well as contributing to the BE/II workstream on how the new authority's priorities will be delivered.	
				Develop and agree with the owners of each key strategic 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	31-Mar-2023			Post-Covid there are challenges particularly in recruitment, property shortage, supply chain issues and rising costs, particularly fuel. Now exacerbated by the Ukraine war, but the outlook is still positive and there are significant growth opportunities. In summary, SDC has continued to provide support on an increasingly in-person basis: <ul style="list-style-type: none"> <li>• Business support to SME's;</li> <li>• Grant funding for innovation &amp; start-ups;</li> </ul>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Page 136								<ul style="list-style-type: none"> <li>• Consultancy support funding;</li> <li>• SDC has planned and is delivering a series of workshops to help businesses grow/deal with changing legislation and economic challenges.</li> <li>• Planned 2nd Selby District Business Awards;</li> <li>• Re-Established two successful forums/networking groups post-lockdown – now held once again in person;</li> <li>• Planned and delivered the first 3 Employment and Skills Forums and the 4th is planned – held bi-monthly;</li> <li>• Worked closely with NYBEP (North Yorkshire Business &amp; Education Partnership) working with schools forming a relationship between schools and businesses.</li> <li>• Worked with YNYLEPP, employers, apprenticeship providers and the Apprenticeships Hubs.</li> </ul> <p>The new Economic Development Manager has now been in place almost 9 months and is planning the team's priorities for the remainder of the lifetime of this Council, working with the Executive. During Q4 the outlook for strategic development sites has continued to remain positive with significant progress being made on most of them on a speculative build basis. This is the result of market shift and significant demand for industrial and storage space in the region. SDC has worked with developers to facilitate this and to encourage the type of development that would fit with our own Economic Development Strategy, the YNY Plan for Growth and the emerging</p>	





OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETE D DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								Economic Strategy for the new authority.	





## 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
Page 137  <b>Digital Customers</b>	<b>Deliver Digital Strategy 2020</b>	Stuart Robinson	Cllr Lunn	Complete implementation of Digital Workforce – Office 365; new devices; MyView	31-Dec-2020	31-Mar-2021		<b>Digital Workforce</b> <ul style="list-style-type: none"> <li>All main elements of the programme now delivered (O365, new devices, MyView).</li> <li>Access to partner organisations in place to support collaboration.</li> <li>Additional training for staff delivered and improved security – including biometrics – in place.</li> <li>Upgrade to member devices commenced – replacing devices on ad hoc basis.</li> </ul> <b>Digital Customers</b> <ul style="list-style-type: none"> <li>CivicaPay now implemented – enhancing the number of council services that can be paid for online.</li> <li>Implementation of Citizens Access Revenues completed – offering additional functionality for Revs and Benefits customers – customers now signing up for e-billing of council tax</li> <li>Implementation of Ascendant software to support delivery of the governments £150 energy rebate scheme.</li> </ul>	
				Complete implementation of phases 1 – 3 of Digital Customers – Northgate Citizens Access; CivicaPay; Scanstation; Citizens Online project	31-Dec-2021	31-Jan-2022			
				Complete full implementation of Civica CX digital platform for housing and asset management.	30-Sept-2022				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<ul style="list-style-type: none"> <li>Implemented new suite of online forms for Licensing – linked to new payments system.</li> </ul> <b>Civica Cx Housing System</b> <ul style="list-style-type: none"> <li>Phase 1 (rents, tenancy) completed.</li> <li>Upgrade to live system (bug fixes plus improvements in automating lettings) completed.</li> <li>Project plan in place for phase 2 (assets, repairs) – expect to complete Sept 2022.</li> <li>Upgrade to test system completed.</li> <li>Tenants Portal expected to go live at end May Q4.</li> </ul>	
<b>Digital Customers</b>	<b>Transform customer contact services and achieve channel shift</b>	Stuart Robinson	Cllr Buckle	Set up Contact Centre at Civic Centre and provide appointment-based face to face customer services.	01-Nov-22		▶	<p>Civic Centre reception is now fully open. Customer Services delivering increased number of appointment-based services for those customers unable to access services by other means.</p> <p>Work to improve private meeting space is under consideration. However, LGR customer services and locality workstreams are currently working up proposals for delivering face to face and other customer contact in the new council. It is sensible to await a direction of travel on that work before committing to any significant changes to our current provision.</p>	▶
<b>Quality Workforce</b>	<b>Deliver People Plan to support and develop staff through major change</b>	Stuart Robinson	Cllr Lunn	Deliver People Plan, including new HR and OD service delivery arrangements; Leadership and Management Development Programme;	31-Mar-2023		▶	<ul style="list-style-type: none"> <li>Training Planning completed – staff advised of successful requests for qualification-based training.</li> </ul>	▶



OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				enhanced approach to staff engagement and wellbeing; development of staff core skills				<ul style="list-style-type: none"> <li>Climate change Awareness added to mandatory staff training requirements.</li> <li>Supported delivery of LGR staff focus groups and staff survey - SDC had highest response rate across North Yorkshire.</li> <li>Facilitated staff briefing session with Richard Flinton in March – in addition to further all staff briefing in February.</li> <li>Trialled recording of staff briefing session in April.</li> <li>Manager Forum held in February.</li> </ul>	
Page 19 Effective use of Assets	<b>Develop and implement the Asset Strategy 2020-30.</b>	Phil Hiscott	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.</p> <p>The disposal part of the Portholme Road site to Aldi has completed.</p> <p>The lease and sale to L &amp; G and the new licence for the Police is also now complete.</p> <p>Work continues with the winning bidder to finalise the disposal of the old Council depot at Barlby Road.</p> <p>Marketing has commenced for Edgerton Lodge.</p>	
<b>Value for Money</b>	<b>Deliver robust arrangements to ensure financial plans are delivered, costs are minimised and planned savings and new opportunities for</b>	Karen Iveson	Cllr Lunn	Implement the strategic objectives set out in the MTFS – deliver investment programmes and savings	31-Mar-2023			<p>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 pandemic response.</p>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Page 140	income are delivered			Monitor the budget for 21/22 and set balanced budget for 22/23 in light of Covid and LGR.	31-Mar-2021	24-Feb-2022		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 crystallised over 20/21. In year budget monitoring shows that Covid pressures continue but there has also been some upturn in planning income, waste recycles income and an improvement in investment returns. Investment programmes have also been delayed with some slipping into 22/23. The draft budget for 22/23 (Selby's last budget) was approved for by Full Council in February 2022. Deferral of savings to 24/25 has been confirmed with reserves bridging the gap in the short-medium term. There is a Council Tax freeze for 22/23.	
				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 was updated and approved by Council in July 21. It incorporates covid impacts plus areas of additional investment. The spending review and review of business rates retention however continue to be delayed with expectations now for 23/24 or later.	



# Delivering corporate priorities

## Corporate Performance Report

Quarter 4 2021/22

# Delivering corporate priorities: Exceptions Q4 2021/22

## KPIs Summary

54%

Improved  
in the long term

78%

On target  
with 9% close to target

Indicator	Exception	Comments
<b>What's gone well - KPIs</b>		
Number of SMEs supported	Target exceeded	The number of SMEs supported stands at 79. This compares to similar performance for the same period last year (80) and significantly exceeds the target of 50.
Total number of empty homes (6 months +) brought back in use through direct action	Target exceeded	79 empty homes were brought back into use during 2021/22. This is lower than Q4 for 2020/21 but significantly exceeds the increased target of 20.
% Council Tax collected	Target exceeded	98.1% of the 2020/21 Council Tax liability has been collected against a target of 97.9%. This is broadly the same as last year.
% Non-domestic rate collected	Performance improved	102.36% of the 2021/22 NNDR liability has been collected against a target of 98.55% taking into account Covid-19 Additional Relief Fund (CARF) payments. <b>Removing CARF payments the collection rate is 96.78% - below target but significant improvement on the same period last year (94.24%).</b>
Sundry debt collected	Target exceeded & Performance improved	98.5% of debt collected against a target of 97.01% which reflects collection rate at the same time last year.
Average days to process new benefit claims (total)	Target exceeded	The average time to process new housing benefit claims for Quarter 4 was 17.05 against a national target of 22 days.
Average days to process change of circumstances	Target exceeded & Performance improved	Average time to process changes stands at 1.55 days against the national figure used for benchmarking of 8.4 days. Performance was also better than both the previous quarter and the same period last year.
% Major applications within statutory or extension of time	Target met	For Q4, 60% of major applications were dealt with within statutory targets or extension of time, which meets the government target. However, performance was lower than the previous quarter and the same period last year.
Processing of planning applications: Minor applications	Target exceeded & Performance improved	Performance has improved significantly during quarter 4, showing a figure of 81.36% and this exceeds the government target of 70%. Performance was better than Q3 (67%) and the same period last year (60%).
Processing of planning applications: Other applications	Target exceeded & Performance improved	Performance has remained above target at 82.57% which exceeds the government target of 70%. Performance was lower than Q3 (85%) but better than the same period last year (79%).
% Stage 1 corporate complaints fully responded to in required timescales	Target exceeded & Performance improved	92% were fully responded to against a target of 90% which is comparable to the same period last year.
% FOI responded to within 20 days	Target exceeded & Performance improved	92% of freedom of information requests were responded to within 20 days, which shows an improvement compared to Q3 (85.25%) and exceeds the target of 86%
The average wait time – in minutes – before a customer phone call is answered by an advisor	Target exceeded & Performance improved	During quarter 4 performance has improved compared to quarter 3 from an average wait of 1.1 minutes to an average 1 minute wait for a call to be answered – against a target of 5 minutes. A total number of 21,219 phone calls were answered during the quarter.

% of people accessing benefit forms and taxation direct debit forms online in relation to other channels	Target exceeded	The % of people accessing benefit forms and taxation direct debits forms online has remained consistently above target and has increased from Q3 (63.27) to Q4 (80.98).
Corporate health and safety: the number of incidents report in the last 12 months (rolling year)	Target met	Two incidents have been reported in this quarter against a target of 3. Where necessary the appropriate risk assessments were reviewed and all information on incidents continues to be shared at the meetings of the Health and Safety Forum.
Council tax base	Target exceeded	129 new dwellings were added to the List in quarter 4 of 2021/22 and 35 100% exemptions were added so the net increase is 94 dwellings. After movements in discounts and exemptions, overall the base has increased by 118.53 properties this quarter
Average days to re-let standard void types	Target exceeded	Despite significant pressure on staff resources, particularly post Christmas, performance improvement seen across Q1 to Q3 has been largely sustained in Q4 with the average time taken to bring a standard void back in to re-use currently sitting at 13.64 days.
Average days to re-let major void types	Target exceeded & Performance improved	Notwithstanding significant pressure on staff resources, particularly post Christmas, performance has improved in Q4 with the average time taken to bring a major void back in to re-use now sitting at 40.88 days.
Number of missed waste collections	Target exceeded & Performance improved	Q4 saw the best performance for a number of quarters – fewer missed bins than Q3 and also better than the same quarter last year.



# Delivering corporate priorities: Exceptions Q4 2021/22

Indicator	Exception	Comments
<b>What hasn't gone so well - KPIs</b>		
Amount of planned savings achieved	Target not met	Savings in the general fund of £184k are expected to be achieved. The remaining £195k saving is linked to securing the benefits of some of our digital investment and transformation.
Percentage of stage 2 corporate complaints fully responded to in the required time	Target not met	Q4 saw a drop in performance at 66.6% against a target of 90%. This figure relates to 1 complaint from 3 for the quarter answered outside of time.
Average days sick per FTE (full time employee) rolling 12 months	Target not met	Q4 saw a further rise in sickness at 6.79 days per FTE – higher than the previous quarter (6 days/FTE) and higher than the same period last year (3.78 days/FTE) against a target of 5 days/FTE. Q4 has seen an increase in staff returning to work in the office more regularly. During Q4 Covid accounted for 77.95 days lost (20.04% of total absences). Over the last rolling 12 months, Covid accounted for 199.95 days lost (13.30% of total absences).
Residual household waste per household (kg)	Performance drop	More household waste was collected per household (149kg) in Q4 than in Q3 (136kg) and the same period last year (149kg). The aim is to reduce the amount of waste.
% Household waste recycled	Performance drop	The amount of household waste recycled in Q4 (36.7%) was lower than in Q3 (39.1%) and the same quarter last year (38.2%). Accepting that recycling rates are likely to be lower during winter months (no green waste), we should be seeking to increase comparative recycling rates.








# Delivering corporate priorities: KPIs Q4 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	Q4 2020/21	Q1 2021/22	Q2 2021/22	Q3 2021/22	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
Number of SMEs supported	Aim to Maximise	80	67	61	73	79	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	99	29	57	71	79	20			
% Council Tax collected	Aim to Maximise	98.11	29.27	56.26	83.75	98.10	97.90			
% Council housing rent and arrears collected	Aim to Maximise	97.41	92.28	93.28	95.42	97.35	98.10			
% Non-domestic rate collected	Aim to Maximise	94.24	26.38	53.34	80.13	96.78	98.55			
Sundry debt collected	Aim to Maximise	97.01	46.16	55.80	89.46	98.5	97.01			
Amount of planned savings achieved (£s)	Aim to Maximise	141k	184k	184k	184k	184k	379k			
Average days to process new benefit claims (total)	Aim to Minimise	16.42	17.08	17.91	21.92	17.05	22.00			
Average days to process change of circumstances	Aim to Minimise	1.73	4.09	3.22	3.81	1.55	8.40			
% Major applications within statutory or extension of time	Aim to Maximise	85.71	100	100	100	60	60			
Processing of planning applications: Minor applications	Aim to Maximise	60.42	82.14	62.00	67.27	81.36	70			
Processing of planning applications: Other applications	Aim to Maximise	78.95	83.33	72.60	84.69	82.57	70			
% Stage 1 corporate complaints fully responded to in required timescales	Aim to Maximise	91	89	50	100	92	90			

KPI	Direction of Travel	Q4 2020/21	Q1 2021/22	Q2 2021/22	Q3 2021/22	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
% Stage 2 corporate complaints fully responded in required time	Aim to Maximise	83.33	100	55	100	66.6	90			
% FOI responded to within 20 days	Aim to Maximise	85.80	85.71	87.22	85.25	92	86			
The average wait time – in minutes – before a customer phone call is answered by an advisor	Aim to Minimise	2.73	2.87	1.86	1.10	1.00	5.00			
% of people accessing benefit forms and taxation direct debit forms online in relation to other channels	Aim to Maximise	81.95	69.32	60.16	63.27	80.98	50.00			
Corporate health and safety: the number of incidents report in the last 12 months (rolling year)	Aim to Minimise	0	0	0	1	2	3			
Average days sick per FTE (full time employee) rolling 12 months	Aim to Minimise	3.78	4.02	4.50	6.00	6.79	5.00			
Amount of business rates retained	Aim to Maximise	11.2	11.2	11.3	11.3	11.3	7.5			N/A
Council tax base	Aim to Maximise	32183	32279	32618	32672	32791	32708			
Number of missed waste collections	Aim to Minimise	349	170	188	165	123	186			
Residual household waste per household (kg)	Aim to Minimise	146	147	144	136	149	N/A			N/A
% Household waste recycled	Aim to Maximise	38.2	46.49	49.4	39.05	36.66	N/A			N/A
Number of memberships at combined leisure centres	Aim to Maximise	N/A	N/A	2,966	2,914	3,104	N/A		N/A	N/A
Number of visits to combined leisure centres	Aim to Maximise	N/A	N/A	60,591	57,005	70,084	N/A		N/A	N/A
Number of GP referrals	Aim to Maximise	N/A	11	15	9	0	N/A		N/A	N/A
Average days to re-let standard void types	Aim to Minimise	33.26	23.53	21.5	13.4	13.64	26			
Average days to re-let major void types	Aims to Minimise	52.11	43.75	46.83	55.17	40.88	45			




# Delivering corporate priorities: KPIs Year end 2021/22

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

KPI	Direction of Travel	2020/2021	2021/2022	Trend	Target	What does this mean?
Residual household waste per household (kg)	Aim to Minimise	583	571	N/A		The total of residual household waste per household for the full year reduced in comparison with the previous year
% Household waste recycled	Aim to Maximise	44.81%	43.75%	N/A		The percentage of household waste recycled reduced in comparison with the previous year.
Number of SMEs supported	Aim to Maximise	298	280			The number of SMEs supported during the year significantly exceeds the target of 200.
Number of additional homes provided in the district	Aim to Maximise	489	465			The number of additional homes exceeds the annual target of 319 set through the standard housing methodology
Number of affordable homes provided in the district	Aim to Maximise	137	140			The Core Strategy seeks affordable housing up to a target of 40% of total housing requirement ie 40% of 465 dwellings per annum depending on viability – target 21/22 186
Number of new Selby District Council/HRA units delivered	Aim to Maximise	7	4			No new HRA properties delivered in terms of the housing development programme in either of the last two years. However, there are 11 buy back properties 7 in 20/21 and 4 in 21/22.
% emergency/urgent repairs to council-owned properties completed within agreed timescales	Aim to Maximise	N/A	N/A	N/A	N/A	Annual performance figures are unable to be measured due to issues with data resulting from suspensions during the Covid pandemic.
The number of empty properties brought back into habitable use (Year to date)	Aim to Maximise	99	79			Annual target of 20 exceeded by Q2.
% relevant land and highways assessed as with contract standard for litter	Aim to Maximise	N/A	98.04			Inspections were resumed following restrictions due to Covid. Performance exceeds the target of 95% and shows improvement compared with 2019/20 (97.03)
% of Council Tax collected	Aim to Maximise	98.11	98.10			Performance broadly the same as 2020/21 but exceeds the target of 97.90
% of Council housing rent & arrears	Aim to Maximise	97.41	97.35			Collection was impacted by restrictions on formal recovery action which have now been lifted.
% of non-domestic rate collected	Aim to Maximise	94.24	96.78			102.4% of the 2021/22 NNDR liability has been collected against a target of 98.55% taking into account Covid-19 Additional Relief Fund (CARF) payments. However, removing CARF payments the collection rate is 96.78%.
% of sundry debt collected	Aim to Maximise	97.01	98.5			Performance exceeds the target of 97.01 despite challenging resource availability during the year
External auditor Value for Money conclusion	N/A	YES	YES			The external auditor concludes that we have in place arrangements to secure value for money.
Amount of planned savings achieved (£000s)	Aim to Maximise	141	184			£184k out of a target of £379k achieved.
Average days to process new benefit claims (total)	Aim to Minimise	18.76	18.97			Performance marginally lower than 2020/21 but significantly exceeds the target (22). The number of claims has reduced but increased in complexity
Average days to process Change of Circumstances	Aim to Minimise	2.86	3.27			As in the previous year, performance has exceeded the national target of 8.4 days

# Delivering corporate priorities: KPIs Year end 2021/22

Key:  Data Only  Trend - No Change  Trend - Improving  Trend - Getting Worse

 Alert – target not met  Warning – target not met but within acceptable limit  OK – target met

KPI	Direction of Travel	2020/2021	2021/2022	Trend	Target	What does this mean?
% of Major applications within statutory or extension of time	Aim to Maximise	84.38	<b>90.48</b>			The target of 60% continues to be significantly exceeded
% of non-major applications within statutory or extension of time limit	Aim to Maximise	63.19	<b>73.64</b>			The target of 70% continues to be exceeded
% stage 1 corporate complaints fully responded to in required timescale	Aim to Maximise	90	<b>72</b>			The overall annual performance was affected by lower performance in Q1 and Q2
% Freedom of Information requests responded to within in 20 days	Aim to Maximise	85.71	<b>87.71</b>			Target exceeded throughout the year.
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	2.14	<b>1.78</b>			92,497 calls were received, with 79,701 served. The target of 5 minutes wait time has been exceeded throughout the year.
% people accessing Benefits forms and Taxation direct debits forms online in relation to other channels	Aim to Maximise	70.15	<b>70.18</b>			2539 forms (direct debits/new benefit claims/change of circumstances) were received online in 2021/22.
Corporate health & safety: The number of incidents reported	Aim to Minimise	3	<b>3</b>			Performance remains comparable with 2020/21.
Average days sick per FTE (full time employee) Rolling 12 months	Aim to Minimise	3.78	<b>6.79</b>			Sickness absence has risen in line with staff returning to the office when they previously worked from home.
Amount of Business Rates retained (million £s)	Aim to Maximise	11.2	<b>11.3</b>			Income is comprised of the safety net payment of £2.2M and retained renewables income of £9M
Council Tax Base	Aim to Maximise	32183.9	<b>32790.9</b>			There was a net increase of 500 properties during the year, which after discounts and exemptions increased the overall base by 607 properties.
Percentage of stage 2 corporate complaints fully responded to in required time	Aim to Maximise	71.4	<b>80</b>			16 stage 2 complaints were fully responded to in the required time out of 20 for the year. Q2 performance impacted negatively on the overall annual figure.
Number of missed waste collections	Aim to Minimise	1,366	<b>646</b>	N/A		Performance across this year reflects improvement compared with 2020/21 and 2019/2020 (1013)
Number of visits to combined leisure centres	Aim to Maximise	27,350	<b>235,126</b>			Visits have increased over the year – previous year figure impacted negatively due to Covid restrictions and relates to Q1 only.
Memberships at combined leisure centres	Aim to Maximise	N/A	<b>11,873</b>	N/A		No data is available for comparison against 2020/21.
Average days to re-let Standard Void Types	Aim to Minimise	33.26	<b>18.02</b>			Despite significant pressure on resources performance has exceeded the target of 26 days
Average days to re-let Major Void Types	Aim to Minimise	52.11	<b>46.66</b>			Despite significant pressure on resources performance has improved, with the annual figure impacted by particular pressures during quarter 3

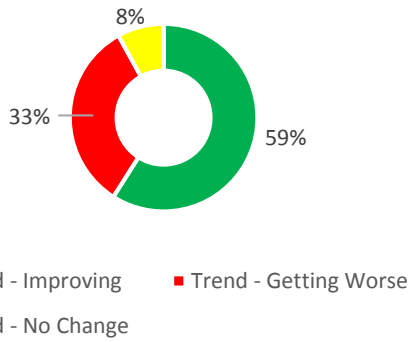


# Delivering corporate priorities: KPIs Year end 2021/22

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

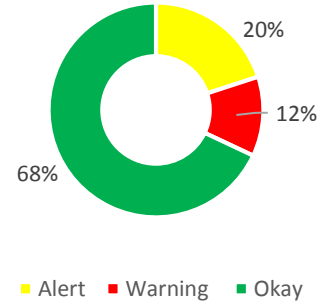
KPI	Direction of Travel	2020/2021	2021/2022	Trend	Target	What does this mean?
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## 2021/22 Trend Analysis



This chart shows how we have performed in 2021/22 in comparison to 2020/21. It only includes those indicators which are directly comparable.

## 2021/22 Target Analysis



This chart shows how we have performed in 2021/22 against our annual targets. This does not include those indicators which are for data only.

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**Report Reference Number: E/22/10**

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**To:** Executive  
**Date:** 7 July 2022  
**Status:** Key Decision  
**Ward(s) Affected:** All  
**Author:** Stuart Robinson – Head of Business Development and Improvement  
**Lead Executive Member:** Councillor Mark Crane, Leader of the Council  
**Joint Lead Officers:** Stuart Robinson – Head of Business Development and Improvement and Suzan Harrington, Director of Contracts and Commissioning

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**APPENDIX B TO THIS REPORT CONTAINS EXEMPT INFORMATION UNDER PARAGRAPHS 3 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 AS AMENDED AND IS NOT FOR PUBLICATION.**

**Title: Programme for Growth – Review of Projects and Funding Re-allocation**

**Summary:**

The Selby District Programme for Growth (P4G) is a series of multi-year projects designed to support the economic, cultural and physical regeneration of the Selby district. Many of the significant projects included in the P4G have completion dates that are beyond 31 March 2023, the date at which Selby District Council is abolished and its functions transfer to the new North Yorkshire Unitary Council.

As part of a P4G review, this report summarises strong progress to date on delivering the P4G. It reflects the recent Financial Results and Budget Exceptions report for 2021/22 which identified a range of potential project underspends and seeks approval to re-allocate £2.4m of un-spent project budgets to fund the key staff needed to deliver Selby's key priorities beyond March 2023.

In addition, the report seeks approval to amend the scope of the previously agreed £2m funding for Levelling Up – from match funding a Levelling Up bid to transform the Abbey Quarter in Selby town to a direct project budget that will fund improvements in that part of the district and assist with delivery of the overlapping Station Plaza and TCF projects. A small amount of funding held by the Selby Town Enterprise Partnership is also proposed to be reallocated for this purpose.

Finally, Executive is asked to agree the proposed approach in respect of the former NatWest Bank in Tadcaster. **This part of the report is exempt and can be found at Appendix B.**

## **Recommendations:**

It is recommended that

- (a) Members approve:
  - i. re-allocation of £2.4m budgets to extend the P4G funding of key staff post; and
  - ii. change of scope of the Levelling Up project to dedicate the funding to:
    - a) £1m for the Selby Abbey Quarter project;
    - b) £1m as contingency for delivering TCF and the Station Plaza, with any funds not required being allocated to deliver a further phase of the Selby Abbey Quarter project; and
    - c) reallocation of the remaining Selby Town Enterprise Partnership funds to the Selby Abbey Quarter project.
  
- (b) Members:
  - i. declare the former NatWest Bank at Tadcaster to be surplus to the Council's requirements;
  - ii. agree, subject to consent from North Yorkshire County Council pursuant to the S24 Direction, the disposal of the building on the open market via a sealed bids tender process following marketing to achieve best consideration; and
  - iii. delegate authority to the Director of Corporate Services and Commissioning in consultation with the Section 151 Officer and the Lead Executive Member to agree the terms of the disposal subject to achieving best consideration.

## **Reasons for recommendation**

To re-allocate funding within the Programme for Growth Programme to support delivery of approved multi-year projects, and to ensure the key staff needed to deliver these are funded beyond March 2023. This is to ensure Selby's key priorities continue to be delivered into the new North Yorkshire Council.

### **1. Introduction and background**

#### **Programme Overview**

- 1.1 The Selby District Programme for Growth (P4G) incorporates a wide range of projects designed to support the economic, cultural and physical regeneration of the Selby district with a view to stimulating local economic growth and building capacity in core services to facilitate and react to that growth.

Previously, funded through new homes bonus and more recently renewable energy business rates, the approach via the MTFS has been to use non-recurring investment to achieve sustainable growth in core income streams (namely, council tax and National Non Domestic Rates – Council Tax and NNDR).

- 1.2 The P4G programme currently includes approximately 40 projects/programmes with a multi-year programme budget totalling £25.6m. A funding update was provided to Executive as part of the Financial Exceptions and Budget Outturn report to Executive in May 2022 – see Appendix D of that report here: [Financial Exceptions and Budget Outturn Appendices](#).

At the end of 2021/22, projected budget remaining totalled almost £19.0m - allocated as follows:

<b>Approved allocations @ Q4 21/22*</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	<b>2024/25 £000</b>	<b>2025/26 £000</b>
Projects	9,299	7,186	-	-
Staffing	1,261	789	-	-
Unallocated	440	-	-	-
<b>Total</b>	<b>11,000</b>	<b>7,975</b>	-	-

*\*After carry-forwards from 21/22*

- 1.3 Updates on each project are included within the report and excellent progress has been made across a range of P4G project areas. Section 2 below highlights the key achievements of P4G to date. Many of the projects are multi-year with completion dates expected to be well into the future, for example:

- Visitor Economy Strategy (Inc. Cultural Development Framework) – runs to 2025
- Transforming Cities Fund Project - runs to 2024
- Selby High St Heritage Action Zone and the 'Selby Stories' HAZ Cultural Programme– runs to 2024
- The Low Carbon Strategy – runs to 2030
- Selby Station Quarter Masterplan (One Public Estate) – runs to 2032+
- Places and Movements Study – projects to be delivered over the next 10 years



- Local Cycling and Walking Infrastructure Plans – to be delivered over the next 10 years

It should be noted at this point that Selby District Council ceases to exist on 31 March 2023 and, from 1 April 2023 its functions will be delivered by the new North Yorkshire Council. It is therefore timely to review the programme, consider key achievements to date and prioritise those projects to take forward during 22/23 and into the new North Yorkshire Council.

#### 1.4 The remainder of this report covers the following:

Section 2 – A review of P4G achievements to date and resourcing.

Section 3 – Issues for consideration by Executive, including a request to re-allocate underspends to fund staffing, to specify the scope of the Levelling Up project and to seek approval to exploring the sale of the former NatWest Bank in Tadcaster.

## 2. Review of P4G

2.1 The Covid pandemic and, especially, the forthcoming Local Government Reorganisation that abolishes Selby District Council on 31 March 2023, has contributed to slippage in a small number of specific programmes/schemes and has provided a rationale for not progressing these. However, there has been a significant number of notable achievements over recent years, and these are set out below.

### 2.2 Examples of achievements to date

2.2.1 Bringing forward a number of **strategically important key employment sites** (e.g., Sherburn 2; Kellingley Colliery; Eggborough Power Station) through close collaboration between the Council, developers and potential inward investors.

2.2.2 **Support to small, medium and larger businesses** across the district through our Senior Business Advisor, providing business advice, access to funding, training, a Key Account Management service and support with recruitment campaigns etc.

2.2.3 **Visitor Economy (Tourism & Culture)** – The report to Executive in May 2022 outlined all the successes of the original programme and included:

- The district's visitor economy contributed £187.4 million in 2019, supporting 4,392 jobs, and the visitor economy saw a growth in value of 20% between 2017 – 2019.
- **Selby 950** was Bronze Award Winner in the Welcome to Yorkshire tourism awards for best arts and culture.
- **Heart of Yorkshire** Destination brand launched with a 100,000 reach and growing audiences on Facebook, Twitter and Instagram.

- Setting up a dynamic cross-sector **Visitor Economy Advisory Board** developing a number of initiatives including two Residents Festival weekends delivered.
- The **Cultural Development Framework** three-year Action Plan completed for 2022-25.
- Securing **Arts Council England Priority Place** status (the only place in North Yorkshire and only a few in Yorkshire) will see a range of creative arts and visitor economy projects funded and delivered across the district in the coming years.

2.2.4 **Transforming Cities Fund** – the Selby Station Gateway project has secured a £20m grant from government (subject to full business case), key properties acquired, the planning application is now in, the contractor appointed, and work will start on site later in 2022 on this major transformation scheme. We've also secured over £100k of external funding through One Public Estate and the LEP to develop a longer-term masterplan to unlock housing and commercial development in the area around the station, on the back of the TCF transformation.

2.2.5 **Community Legacy Fund** - £2,000k of P4G funding has been invested through the Two Ridings Community Foundation to ensure community projects in Selby District can be supported in perpetuity. The Heart of Yorkshire Fund was launched in November 2021 with 7 projects funded in round one across the district to the value of £56k.

2.2.6 **Towns Revitalisation programme** – key projects have been identified in Tadcaster, Sherburn and Selby following work completed with High Streets Taskforce expert Chris Wade to develop town centre revitalisation strategies and action plans. These projects have included activity such as visual merchandising development sessions and access to Maybe Insight platform analysis on consumer habits. It has formed a basis of work to deliver the Govt funded 'Welcome Back' High Street Fund to support businesses during Covid Recovery. The work will move on to include a first phase of improvements to Selby Market Place and Selby Park. We are finalising the scope of works with the improvements to be delivered by Galliford Try as part of the wider TCF construction contract. The scope of the Low Street public realm improvement project in Sherburn is being finalised with key stakeholder engagement due to start shortly. Subject to approval of business cases, which are being finalised, design and consultation will take place in 2022 with delivery starting on the ground from 2022/23 onwards. In Tadcaster, an improvement scheme for the bus station area will be implemented, starting on the ground from 2022/23 onwards, together with Changing Places toilets at Tadcaster and Selby.

2.2.7 A range of **Sherburn 'legacy' projects**, funded via a community regeneration led grant scheme, are being delivered by local partners. Two projects have been approved to date – a community cinema and roof repairs, both at the Old Girls School community venue.

2.2.8 The **Selby High Street Heritage Action Zone** is progressing well with a very popular building improvement grant programme launched leading to a number of building repairs to be implemented from 2022 onwards. Public realm improvements are also being progressed, including the New Lane public realm scheme that is planned for implementation in 2022/23. The linked cultural programme, 'Selby Stories', includes wide-ranging cultural activity in Selby town centre, including performance, exhibitions, artist residencies and testing of outside event spaces.

## 2.3 Resourcing the Programme

2.3.1 P4G funds the staffing capacity to drive local economic growth (for example Economic Development) and to cope with heightened demand in some core services as a result of that growth (for example Development Management). Securing staffing capacity has always been a critical and recognised element of the P4G and, in 2021/22, £0.95m of the total £6.63m spend on P4G was used to fund a range of posts across the Council delivering on key Council Plan priorities. In total, 35 posts are funded through P4G (32.59 FTE). These are primarily based in Economic Development & Regeneration (10 posts), Communities & Partnerships (7 posts) and Planning (11 posts).

All P4G funded roles are part of the Council's substantive structure, with recognition that appropriate exit strategies would be required when P4G funding ceased to be available. Current allocations provide funding for staffing to around December 2023. This creates a risk around continued delivery – see section 3 below.

2.3.2 The Financial Exceptions and Budget Outturn report to Executive identified a number of projects where funding may not be fully spent. These are listed in more detail in appendix A but include the following:

- Retail Experience – STEP (£60k available to re-distribute to appropriate Selby improvement projects);
- Towns Masterplanning (£500k);
- Strategic Sites Masterplanning (£223k);
- Access to Employment (£19k);
- Sherburn Projects - (£500k);
- Tadcaster Projects - Bank (£500k);\*\*
- Selby Land acquisition Capital (not less than £250k);
- Contingency (£440k).

A headline analysis suggests the underspends could total around £2.45m. There may be other underspends, e.g., Marketing Selby's USP, Low Carbon.

\*\* See notes Tadcaster Bank in paragraph 3.3 below.

### **3. Proposals for consideration**

#### **3.1 Re-allocate a proportion of underspent budgets to support future staffing**

3.1.1 Capacity and timescales are such that it is not feasible to reallocate funds to new projects and there are risks around having sufficient staffing capacity to deliver the remaining projects and support core services. Despite the good progress set out above, delays to the programme experienced because of Covid and more recently Local Government Re-organisation mean that commitments will extend beyond 2023/24. However, funding for a significant proportion of P4G posts runs out in March 2023 or soon after. Whilst the vast majority of staff currently in posts funded via P4G have a permanent contract and would TUPE across to the new North Yorkshire Council on 1 April 2023 (as there is still work for them to do), the funding situation creates several risks:

- Uncertain funding plus LGR creates a risk of staff leaving before project completion. Unless we retain staff capacity to deliver these projects and programmes then this could significantly affect the impact and success of approved Selby District regeneration projects beyond March 2023.
- It is proving difficult to recruit to vacant posts, e.g., 3 out of 7 in Partnerships are vacant putting delivery of, e.g., key culture and tourism at risk. Note – not adding to posts, just keeping/filling the ones we have.
- Regeneration takes time and it is important that the momentum and good progress we've made in Selby District using P4G is maintained into the formative years of the new Council. A possible lack of ex-Selby staff creates a risk to delivery of Selby projects beyond Vesting Day, in particular those longer-term projects detailed at 1.3 above. The new North Yorkshire Council will also work with the local community in each town in the county to agree a local masterplan, with priority projects to be delivered.

3.1.2 It is therefore proposed to re-allocate £2.4m of the underspends to extend the funding on all current P4G funded posts to sustain staffing capacity for almost a further 2 years – this will help mitigate the risks outlined. In addition, it will:

- Provide capacity to deliver the revised programme secured, without creating additional financial burden on the new North Yorkshire Council.
- Provide a sensible, prudent, realistic and pragmatic solution to help buy the new Council some time to consider its future priorities and deliver transformation whilst allowing delivery to continue.
- Help retain the skills, knowledge and experience required to deliver the P4G projects.
- Help retain the Selby-specific knowledge and commitment to maintain the profile of the district.

3.1.3 The £2.4m earmarked for these roles will provide the funding necessary for almost a further 2 years although ultimately structures and roles will be for the new Council to establish. However, this proposition will ensure Selby hands over a realistic programme with the resources in place to deliver it.

3.1.4 Earmarking funds in this way ensures that projects and programmes started but not completed by 31 March 2023 can be sustained and provides the resources in core services to support the new North Yorkshire Council as it seeks to shape and transform services into the future.

### **3.2 Re-define the scope of the Levelling Up project from match funding to direct award**

3.2.1 The current agreed scope of the Levelling Up (LU) Bid support sets aside £2m to provide 10% match funding from Selby DC. In March 2021, the preferred approach to LU supported by the Executive was a 'tangible and visible place transformation in our three town centres, including a strong focus on arts, culture, and heritage. The emerging Places and Movements proposals for Selby, Sherburn and Tadcaster (building upon the Local Plan proposals) can form the basis of the bid, tied in with complimentary elements of the Cultural Framework and Visitor Economy Strategy, plus any outstanding elements of the HAZ and TCF packages.' Executive then agreed to focus a LU bid on implementing highway and place schemes from the Place and Movement work, allocating £2m of match funding for this purpose in the MTFS in 2021.

3.2.2 However, Selby District is not included in the government's top priority group for allocation of LU grants and, due to the work involved in delivering the TCF project, the legacy grants and the town centre regeneration schemes, there is currently no capacity within Selby DC to work up a bid in the government's time frame (round 2 bids must be submitted by 6 July 2022). Furthermore, exploratory conversations with our County Council partners have also concluded that there is no capacity for a Selby-focused bid.

3.2.3 Given that it is also not possible for the Council to take on new regeneration projects at this stage, officers have reviewed current projects to assess which can be broadened to make the most impactful use of the £2m allocation within the Programme for Growth. This budget could deliver a package that would:

- Provide significant benefits for local people that reflect LU ambitions and priorities.
- Provide match for a future LU or other funding bid, should there be a further round/opportunities.

3.2.4 Within currently approved regeneration projects is £500k towards improving Selby Market Place and £500k towards Selby Park (collectively termed the Abbey Quarter Phase 1). The approach thus far is working with the constructors of the TCF works to expand the TCF works to build in a range of repairs and small-scale improvements to the Market Place and Park that will utilise this funding. However, TCF provides very limited budget for improvements to the



Park and public art and none for the Abbey surroundings. The budget for the current Abbey Quarter works will also not cover desirable major improvements to the Park and Abbey surroundings, such as:

- Providing lighting to provide safe and attractive routes through the Park and attract visitors.
- Installing a programme of public art.
- Replacement / enhancement of the band stand and existing buildings.
- Addition of new facilities / features, to be agreed in consultation with local people.
- Contribute to enhancements to the Park Street /Gowthorpe junction and Market Place to improve the town centre environment for pedestrians.
- Landscaping, planting and enhancements, including temporary schemes for TCF sites between demolition and redevelopment.
- Enhanced street furniture / wayfinding / signage.
- Design and consultancy costs to prepare the above proposals and consult.

3.2.5 Members should also note that current inflation in construction projects means that the cost of delivering the TCF and Station Plaza projects could rise above the financial allocations and contingencies. This will be considered when the Executive is requested to approve the TCF full business case in September 2022, however, a further contingency would be prudent.

3.2.6 It is, therefore, proposed to re-allocate £1m of the £2m in the MTFS to directly fund an expanded Selby Abbey Quarter project, as set out above. A detailed, costed proposal will be submitted to the Executive to agree the scope of the works once proposals have been worked up, costed and consulted upon. In the meantime, the next steps in delivery of the project will be agreed with Leadership Team through the current regular project highlight report.

3.2.7 The other £1m is proposed to be allocated as contingency funding for delivery of the Selby TCF and Station Plaza projects, on the basis that if some or all of the £1m is not required for that purpose, it will then be made available for future spend on the Abbey Quarter project.

3.2.8 Should the opportunity arise the Abbey Quarter improvements could become the focus of a future Levelling Up Fund or other external funding bid. If there is scope to expand the project because of a LU bid or other external funding opportunity, the project would be widened further to also include cycling and walking improvements, as set out in the Selby LCWIP, together with prioritised junction and place improvements identified in the Places and Movements Study (Phase 2 of which is underway).

### **3.3 Former NatWest Bank in Tadcaster**

3.3.1 See Appendix B, which is exempt and not for publication.

## **4. Implications**

### **4.1 Legal Implications**

4.1.1 The Structural Changes Order (SCO), a Statutory Instrument to create the new unitary North Yorkshire Council from 1 April 2023, was approved by government on 18 March. The SCO puts restrictions on all those councils that will be dissolved – including Selby DC - entering into contracts. This means that:

- revenue contracts and disposals of land £100k+; and
- “capital contracts” £1m+

now require consent of NYCC Executive. New contracts of employment come within the scope of this direction. Therefore, any decision of the Selby DC Executive on the matters contained herein will be subject to the consent the County Council.

4.1.2 Disposal of the former NatWest Bank maybe a major disposal depending on the value. ‘Major disposal’ means a land transaction which consists of either a disposal of the freehold where the consideration exceeds £149,999, or the grant of lease for more than 7 years or where the rent exceeds £49,999 per annum or where the premium exceeds £149,999.

Approval of major disposals is covered in the [Council Constitution](#).

The principal method of each major disposal must be approved by the Executive. When determining such matters, the relevant Director, in conjunction with the Chief Finance Officer and the Solicitor to the Council shall prepare a report for the Executive which shall:

- Specify the land to be disposed of.
- Confirm whether that land has been declared surplus to the Council’s requirements.
- Advise upon the proposed method of disposal and provide the reasons for selecting that method.
- In matters where the Council must achieve best consideration, confirm that the proposed method of disposal which has been selected is most likely to achieve this.
- In matters where it is proposed that the disposal should be for less than best consideration, give reasons for and against seeking best consideration

and following consultation with the Solicitor to the Council, specify the relevant legal powers of the Council to accept less than best consideration.

## 4.2 Financial Implications

4.2.1 The proposed reallocation and earmarking of funds to existing priorities is within the resources currently approved within the programme and no additional funds are proposed.

4.2.2 These reallocations (i.e., virements) are outside the limits for officers set out in the Council's Financial Procedure Rules (Part 4, Section 4.6, Sub-section 4) and therefore require the approval of the Executive.

4.2.3 Subject to the proposals set out in this report being supported, allocations and indicative phasing would be:

<b>Revised allocations</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	<b>2024/25 £000</b>	<b>2025/26 £000</b>
Projects	7,497	6,686	To review profiling of projects	
Staffing	1,261	1,286	1,312	820
Unallocated	113			
<b>Total</b>	<b>8,871</b>	<b>7,972</b>	<b>1,312</b>	<b>820</b>

4.2.4 It is assumed that where possible, ultimate exit strategies will be managed through natural turnover, but the Council is also holding circa £1.3m in its Spend to Save and Contingency reserves which should be sufficient to cover residual transitional costs should any arise.

4.2.5 The disposal of the former NatWest Bank in Tadcaster will give rise to a capital receipt (net of sale costs).

## 4.3 Policy and Risk Implications

The proposals outlined in this report help to mitigate each of the Council's four highest scoring corporate risks - around:

- The impact of 'Local Government Reorganisation';
- Having insufficient 'Financial Resources';
- 'Failure to deliver corporate priorities'; and
- Lack of 'organisational capacity' to deliver.

#### **4.4 Council Plan Implications**

The proposals set out in this report are fundamental to delivery of the Council Plan, the Programme for Growth. Re-allocating funding to key projects and staffing will ensure Selby District's key development and regeneration, arts, culture and heritage, economic development and community development objectives are championed into the new North Yorkshire Council.

#### **4.5 Resource Implications**

The proposals set out in paragraph 3.1 help secure staffing resources beyond March 2023.

#### **4.6 Other Implications**

None.

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

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

### **5. Conclusion**

5.1 The P4G has delivered well for the Selby district – and there is more to come in the next couple of years. However, the primary risk to future delivery of priority projects is capacity. To ensure priority projects are delivered, it will be important, not only to ensure we focus our resources on those priority projects that really contribute to the achievement of our stated ambitions for the Selby district but to ensure we have sufficient resources to secure successful delivery.

5.2 Re-allocating existing resources in the way that is being recommended in this report will significantly increase the likelihood of successful delivery of those P4G projects and programmes that matter most, as well as providing support for core services pending the new NY Council's assessment of future structures.

### **6. Background Documents**

None.

### **7. Appendices**

Appendix A – Project underspends potentially available for re-allocation  
Appendix B – Former NatWest Bank in Tadcaster (this appendix is exempt and not for publication)

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## Appendix A – P4G project budgets proposed for redistribution

	Project	Multi-Year Project Budget	In Year Spend 21/22	Forecast	Project Budget Remaining	Update	Amount likely to be available for redistribution
SD0415	Retail Experience - STEP	63,781	3,000	63,781	60,781	This is a fixed budget to support events, street scene improvements identified by the STEP group.	£60k available to redistribute to equivalent Selby projects – recommendation to reallocate to Selby Abbey Quarter project.
SD0419	Towns Master planning (Regeneration) - P4G Funded	615,031	2,326	615,031	612,705	A contribution from this fund supported the commissioning in 2019/20 of the People and Places consultancy to develop town centre revitalisation plans. 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. A contribution from this fund has also 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.	£500k available to redistribute
SD0422	Strategic Sites Master planning	275,418	19,316	275,418	52,000	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. Brief agreed for One Public Estate (OPE) sites & east of Station Masterplan will utilise up to £95k from this budget during 2022/23. This work will also utilise £70k grant from OPE & £35k from York & North Yorkshire DODS.	£223k available to be redistribute
SD0423	Access to Employment	19,282	0	19,282	19,282	Projects within this budget are targeted at supporting social mobility to give people in areas of higher deprivation in Selby District access to current and future employment opportunities	£19k available to redistribute



SD0432	Places and Movement Study (Levelling up Bid Support)	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.	£2m available to redistribute to existing Levelling Up type projects
SZ3061	Selby Land Acquisition Capital - P4G	8,221,570	2,121,131	8,221,570	6,100,439	This includes: <ul style="list-style-type: none"> <li>• 4m Plaza</li> <li>• TCF match</li> <li>• 1m other land acquisition (2 sites adjacent to TCF red line area)</li> </ul> This budget is the Selby match funding which will be used to acquire strategic development sites consistent with the Councils regeneration and commercial development opportunities and to match fund as part of the Selby TCF bid submission. reimbursed through TCF grant claim and so not be paid from the Exec have agreed to remove the restriction on the funding to be general match to the TCF and spent at the end of the project, so that the TCF funds can be spent first. Recommend that reallocate £250k as only one of the 2 site acquisitions are being taken forward.	£250k to reallocate
SZ3066	Sherburn Projects	1,150,000	87,798	1,150,000	1,062,202	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. £650k legacy schemes is committed. £500k was for purchase of land but not proceeding – so available for reallocation	£500k available to reallocate

SZ3067	Tadcaster Projects	500,000	0	500,000	500,000	New projects in Tadcaster. Was for Tad Bank – up to £500k available	£500k available to reallocate
	Contingency	339,670	0	339,670	339,670	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.	£339k available

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# Agenda Item 9

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

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