



Summons and Agenda for the
Council Meeting

to be held on

Tuesday, 24 April 2018

at

6.00 pm





To: All District Councillors

cc: Chief Officers

You are hereby summoned to a meeting of the Council to be held in the Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT on **TUESDAY, 24 APRIL 2018** starting at **6.00 pm**. The Agenda for the meeting is set out below.

Janet Waggott

Janet Waggott
Chief Executive

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted under the direction of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact, prior to the start of the meeting, Palbinder Mann – Democratic Services Manager via pmann@selby.gov.uk or 01757 292207. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

AGENDA

Opening Prayers.

1. Apologies for Absence

To receive apologies for absence.

2. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

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

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

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

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

3. Minutes (Pages 1 - 14)

To approve as a correct record the minutes of the meeting of the Council held on 22 February 2017.

4. Communications

The Chairman, Leader of the Council or the Chief Executive will deal with any communications which need to be reported to the Council.

5. Announcements

To receive any announcements from the Chairman, Leader or Members of the Executive.

6. Petitions

To receive any petitions.

7. Public Questions

To receive and answer questions notice of which has been given in accordance with rule 10.1 of the Constitution.

8. Councillors' Questions

To receive and answer questions submitted by councillors in accordance with rule 11.2 of the Constitution.

9. Reports from the Executive (Pages 15 - 32)

The Leader of the Council, and other members of the Executive, will report on their work since the last meeting of the Council and will respond to questions from Councillors on that work.

10. Reports from Committees (Pages 33 - 38)

To receive reports from the Council's committees which need to be brought to the attention of Council. To receive questions and provide answers on any of those reports.

11. Motions

To consider any motions.

12. Corporate Plan 2015-2020: 2018 Update (Pages 39 - 58)

To consider an update to the Corporate Plan that sets out the key priorities for the next two years and beyond.

13. Thorpe Willoughby Community Governance Review (Pages 59 - 82)

To consider a request from Thorpe Willoughby Parish Council to amend the parish boundary to include the land up to the Selby Bypass.

14. Kirk Smeaton Community Governance Review (Pages 83 - 90)

To consider a request from Kirk Smeaton Parish Council to increase the number of Parish Councillors.

15. The Leader's Report on the Exercise of Executive Functions (Pages 91 - 94)

To consider a report from the Leader of the Council on changes made to the membership of the Executive.

16. Nominations for Chairman and Vice Chairman 2018/19

To consider nominations for the position of Chairman and Vice Chairman for 2018/19.

17. Urgent Action

The Chief Executive will report on any instances where she has acted in urgent or emergency situations under the functions delegated to her in the Constitution.

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Minutes

Council

Venue: Council Chamber
Date: Thursday 22 February 2018
Time: 6.00pm

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Present: Councillor J Chilvers in the Chair

Councillors D Buckle (Vice Chairman), K Arthur, I Chilvers, M Crane, J Deans, S Duckett, K Ellis, M Hobson, D Hutchinson, M Jordan, C Lunn, D Mackay, J Mackman, B Marshall, M McCartney, C Metcalfe, R Musgrave, W Nichols, B Packham, C Pearson, D Peart (from minute item 62 onwards), I Reynolds, B Sage, J Shaw-Wright, R Sweeting, P Welch and D White.

Officers Present: Janet Waggott, Chief Executive, Dave Caulfield, Director of Economic Regeneration and Place, Julie Slatter, Director of Corporate Services and Commissioning Karen Iveson, Chief Finance Officer, Gillian Marshall Solicitor to the Council, and Palbinder Mann, Democratic Services Manager.

Press: 1
Public: 15

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E Casling, J Cattnach and J Thurlow.

53. DISCLOSURES OF INTEREST

Councillor Jordan declared a personal interest in minute item 62 and stated he would be leaving the meeting during the consideration of this item.

54. MINUTES

The Council considered the minutes of the meeting of meeting held on 12 December 2017. It was noted that there was an error under minute item 35 – Disclosures of Interest, in the second paragraph where references to ‘he’ should be replaced with ‘she’.

RESOLVED:

To approve the minutes of the Council meeting held on 12 December 2017 with the above amendment for signing by the Chairman.

55. COMMUNICATIONS

There were no communications.

56. ANNOUNCEMENTS

There were no announcements.

57. PETITIONS

There were no petitions received.

58. PUBLIC QUESTIONS

There no public questions received.

59. COUNCILLORS QUESTIONS

There were no questions from Councillors received.

60. REPORTS FROM THE EXECUTIVE

Councillor M Crane - The Leader of the Council

The Leader of the Council reported on the work he had recently undertaken, as outlined in his report and highlighted that he would be attending a meeting in Westminster with the Secretary of State to discuss devolution for the Yorkshire region.

Councillor J Mackman, Deputy Leader of the Council and Executive Lead Member for Place Shaping

Councillor Mackman, Deputy Leader of the Council and Lead Executive Member for Place Shaping, provide an update on the work he had recently undertaken, as outlined in his report.

In response to a query concerning the Infrastructure Delivery Plan, the Lead Executive Member for Place Shaping explained that this would be an appendix to the Local Plan and hence would be part of the consultation.

Councillor C Lunn, Lead Executive Member for Finance and Resources

Councillor Lunn, Lead Executive Member for Finance and Resources presented his update on the work he had recently undertaken, as outlined in his report.

The Lead Executive Member for Finance and Resources informed Council that officers were preparing a response to the consultation by the Government on the Fair Funding Review. It was explained that the Council would suggest in the response that Internal Drainage Boards should raise a separate precept similar to that raised by the Fire and Police services.

Councillor C Metcalfe, Executive Lead Member for Communities and Economic Development

Councillor Metcalfe, Lead Executive Member for Communities and Economic Development provided an update on the work he had recently undertaken, as outlined in his report.

In response to a query around the vibrant changes to the design of Selby Town as mentioned in the report, Lead Executive Member for Communities and Economic Development that it was being looked into with regard to what could be done to make Selby more attractive with particular opportunities in Finkle Street,

A query was raised with regard to whether a company from Selby should have been hired to assist with the work, the Lead Executive Member for Communities and Economic Development explained that there was no such company available in Selby however it was hoped with future investment in the area that a company could come into the district.

Councillor R Musgrave, Executive Lead Member for Housing, Leisure, Health and Culture

Councillor Musgrave, Lead Executive Member for Housing, Leisure, Health and Culture, provide an update on the work he had recently undertaken, as outlined in his report.

Concern was raised at the increased incidents of fly tipping on the area, the Lead Executive Member for Housing, Leisure, Health and Culture explained that a range of initiatives had been used to tackle fly tipping and the more incidents were reported then more resources could be devoted to any specific areas affected.

A query was raised around missed bin collections and it was felt that if a collection could not take place due to obstructions then something needed to be done to ensure this did not happen again.

RESOLVED:

To receive and note the reports from the Executive.

61. REPORTS FROM COMMITTEES

Councillor W Nichols, Chairman of the Overview and Scrutiny Committee

Councillor W Nichols, Chairman of the Overview and Scrutiny Committee provided an update on the work of the Committee as outlined in her report. Council were informed that an emergency exercise event would be taking place on 5 April and Councillors were encouraged to put their names forward to participate in the event.

Councillor J Deans, Chairman of the Policy Review Committee

Councillor Deans, Chairman of the Policy Review Committee provided an update on the work of the Committee as outlined in his report. There were no questions for Councillor Deans.

Councillor M Jordan, Chairman of the Audit and Governance Committee

Councillor Jordan, Chairman of the Audit and Governance provided an update on the work of the Committee as outlined in his report. There were no questions for Councillor Jordan.

RESOLVED:

To receive and note the reports from Committees.

62. MOTIONS

The following motion had been listed on the agenda for discussion:

This Council calls upon the Government to reconsider transitional arrangements for women born on or after the 6th April 1951, so that women do not live in hardship due to Pension changes that they were not told about until it was too late to make alternative financial arrangements.

Councillor Packham proposed the motion and explained that there was around 6,700 women affected by the changes in the Selby and Ainsty Constituency area. Council were informed that the individuals affected were expecting to receive their pension at 60 however as a result of the changes, would not receive it until they were 66. Concern was also raised at the short notice that had been given before the changes had been implemented by the Government.

Following his earlier declaration, Councillor Jordan spoke in favour of the motion then left the meeting and did not return.

An amendment to the motion was proposed by Councillor Crane and seconded by Councillor Mackman as follows:

This Council understands that women born on or after 6th April 1951 were adversely affected by the pension changed announced in 1995. However this Council also recognises that to re-instate the position prior to that date would cost £13bn and that this Government has given £1.1bn to smooth the introduction of the changes. This Council notes the current position.

Discussion took place on the amendment. Councillor Nichols and Councillor McCartney spoke against the motion and it was commented that it would not cost the Council to support the individuals affected and that in doing so, the Council would become the 139th authority to offer their support.

Before the amendment was put to the vote, a recorded vote was requested in line with rule 19.4 of the Council's Procedure Rules as outlined in the Council's Constitution

For the proposal: Seventeen

Councillors K Arthur, I Chilvers, J Chilvers, M Crane, J Deans, K Ellis, M Hobson, D Hutchinson, C Lunn, J Mackman, C Metcalfe, R Musgrave, C Pearson, D Peart, I Reynolds, B Sage, and D White.

Against the proposal: Eight

Councillors S Duckett, D Mackay, B Marshall, M McCartney, W Nichols, B Packham, J Shaw-Wright, and P Welch.

Abstain: Two

Councillors D Buckle and R Sweeting.

The amendment was carried and was then put to the vote as the substantive motion.

RESOLVED:

To agree the following amended motion:

This Council understands that women born on or after 6th April 1951 were adversely affected by the pension changes announced in 1995. However this Council also recognises that to re-instate the position prior to that date would cost £13bn and that this Government has given £1.1bn to smooth the introduction of the changes. This Council notes the current position.

63. THE BUDGET, RESERVES AND BALANCES 2018/19

Karen Iveson, Chief Finance Officer presented the report which provided the Council with assurance on the proposed budget and the Council's reserves in order to formally set the budget and Council Tax for 2018/19.

The Chief Finance Officer confirmed that she felt that the Council's budget proposals were robust.

RESOLVED:

To consider the Chief Finance Officer's statements in paragraphs 2.5 and 2.11 of the report when setting the Council Tax.

REASONS FOR DECISION

To provide Council with assurance on the proposed budget and the Council's reserves in order to formally set the budget and Council Tax for 2018/19.

64. REVENUE BUDGET AND CAPITAL PROGRAMME 2018/19 AND MEDIUM TERM FINANCIAL PLAN

Councillor Lunn, Lead Executive Member for Finance and Resources provided a presentation on Executive's proposed revenue budget, capital programmes and outline Programme for Growth, for 2018/19 to 2020/21 following public consultation. It was noted that updated figures relating to the Council Tax base and precept following the North Yorkshire County Council meeting and some other minor amendments had been circulated to all of the Councillors.

The key elements of the presentation were:

- Under the Government's multi-year finance settlement, core funding would reduce by 36.2% over 5 years from 2016/17 to 2019/2020.
- The New Homes Bonus would be reducing to a four year scheme in 2018/19, from a six year scheme in 2016/17 and a five year scheme in

2017/18 which would result in a £1m per annum reduction in funding over the two years.

- The renewable energy business rates windfall was confirmed at £7.8m and Council noted the proposed transfer to reserves in accordance with the approved Medium Term Financial Strategy. It was uncertain whether power stations would be removed from the Local Government rating list going forward which may impact on future business rates receipts.
- The proposed budget assumed a £5 increase per annum in Council Tax for a band D property which on average worked out to be less than 10p a week.
- With regard to the Housing Revenue Account (HRA), the 2018/19 budget showed a £864k surplus on the HRA, which was required to fund the housing capital programme.
- The draft budget showed a deficit of around £1.5m by 2020/21 before the delivery of further savings and the report identified the savings plans in progress.
- The budget proposals also included sizeable capital programmes - £15.6m for the General Fund and £12.5m for the HRA. A large proportion of the programmes relate to affordable housing delivery through Selby and District Housing Trust and the Council's own HRA.
- £10m of cash resources had been allocated to the Programme for Growth and the report noted that following the corporate peer challenge the programme would be reviewed with detailed proposals coming forward for approval in line with the approved governance arrangements for the programme.

Discussion took place on the proposals put forward and it was stated that there needed to be greater transparency over the spending from the Special Projects Reserve. Concern was also raised at the lack of effort in the budget proposals to take action against the austerity measures imposed on issues such as the National Health Service, fly tipping and the state of repair in schools.

The Lead Executive Member for Finance and Resources explained that the areas referred to were outside of the control of the Council and the budget has sought to use the income received from business rates to invest in the district.

In response to a further concern raised at the proposed increase in council tax overall, the Lead Executive Member for Finance and Resources explained that at less than 10p per week for a Band D property, the rise proposed by the Council was relatively minor in relation to the overall total bill.

In line with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the Chairman explained that a recorded vote must be taken on the proposals which had been put forward as outlined in the report.

For the proposal: Twenty

Councillors K Arthur, D Buckle, I Chilvers, J Chilvers, M Crane, J Deans, K Ellis, M Hobson, D Hutchinson, C Lunn, D Mackay, J Mackman, C Metcalfe, R Musgrave, C Pearson, D Peart, I Reynolds, B Sage, R Sweeting and D White.

Against the proposal: Seven

Councillors S Duckett, B Marshall, M McCartney, W Nichols, B Packham, J Shaw-Wright and P Welch.

Abstain: None

The motion to approve the recommendations as outlined in the report was carried.

RESOLVED:

- i) To approve the revenue budgets, savings, capital programme and programme for Growth at Appendices E to H;**
- ii) To increase Council Tax by £5 to £175.22 for a Band D property for 2018/19;**
- iii) To confirm an empty homes premium equivalent to 50% of the Council Tax charge i.e. to charge 150% of the Council Tax liability on a property that has been empty and substantially unfurnished for more than 2 years, with effect from 1 April 2018;**
- iv) To approve the formal Council Tax resolution set out in Appendix B;**
- v) To finance the General Fund Deficit of £358k from the Business Rates Equalisation Reserve and the Surplus of £864k on the HRA be transferred to the Major Repairs Reserve to support the capital programme;**

REASONS FOR DECISION

To meet the Council's statutory obligations to set a balanced budget and a set a Council Tax for 2018/19 which is not excessive.

65. TREASURY MANAGEMENT – TREASURY MANAGEMENT STRATEGY STATEMENT 2018/19, MINIMUM REVENUE PROVISION POLICY STATEMENT 2018/19, ANNUAL INVESTMENT STRATEGY 2018/19 AND PRUDENTIAL INDICATORS 2018/19

Councillor Lunn, Lead Executive Member for Finance and Resources presented the report which outlined the proposed Treasury Management Strategy together with the Minimum Revenue Provision Policy Statement, Annual Investment Strategy for 2018/19, Capital Strategy 2018/19 and Prudential Indicators 2018/19 as required by the Department of Communities and Local Government and CIPFA.

The Lead Executive Member for Finance and Resources explained that the Council had identified property funds as a potential investment opportunity following discussion with the County Council's treasury management consultants. Council were informed that the appropriate due diligence would be undertaken before committing to any type of investment and that the County Council would also consult with the Council prior to any investment with the Council having an option to opt out if they wished.

RESOLVED:

- i) To set the Operational Borrowing Limit for 2018/19 at £79m;**
- ii) To set the Authorised Borrowing Limit for 2018/19 at £84m;**
- iii) To delegate authority to the Chief Finance Officer to effect movement within the agreed authorised boundary limits for long-term borrowing for 2018/19 onwards;**
- iv) To delegate authority to the Chief Finance Officer to effect movement within the agreed operational boundary limits for long-term borrowing for 2018/19 onwards;**
- v) To approve the treasury management strategy statement 2018/19;**
- vi) To approve the minimum revenue provision policy statement for 2018/19;**
- vii) To approve the treasury management investment strategy for 2018/19;**
- viii) To approve the prudential indicators for 2018/19 which reflect the capital expenditure plans which are affordable, prudent and sustainable;**

- ix) **To approve the Capital Strategy for 2018/19.**

REASONS FOR DECISION

To ensure the Council's Treasury Management Strategy and associated policies are prudent and affordable.

66. PAY POLICY STATEMENT 2018/19

Councillor Crane, Leader of the Council presented the report which sought approval of the Council's Pay Policy Statement 2018/19 in accordance with section 38 of the Localism Act 2011.

RESOLVED:

To approve the Pay Policy Statement for 2018/19 as outlined in the appendix to the report.

REASON FOR THE DECISION

To comply with Localism Act 2011 (the Act) to prepare a Pay Policy Statement articulating the Council's policy towards the pay of the workforce.

67. SITE ALLOCATIONS LOCAL PLAN – ADDITIONAL SITES CONSULTATION

Councillor Mackman, Lead Executive Member for Place Shaping presented the report which proposed a further public consultation on the additional and amended sites submitted during the recent Pool of Sites consultation.

The Lead Executive Member for Place Shaping explained the additional consultation would follow the same format as the main consultation and would be undertaken for six weeks.

RESOLVED:

To approve a further public consultation on the additional and amended sites submitted during the recent Pool of Sites Consultation and authorise the Director of Economic Regeneration and Place, in consultation with the Lead Executive Member for Place Shaping, to prepare and consult on an Additional Sites Consultation document following the same principles as the previous Pool of Sites Consultation document between 8th March and 19th April 2018.

REASONS FOR DECISION

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

68. CORPORATE PEER CHALLENGE FEEDBACK AND NEXT STEPS

Councillor Crane, Leader of the Council presented the feedback report from the Local Government Association (LGA) Corporate Peer Challenge and asked the Council to comment on the associated Improvement Plan.

Discussion took place on the improvement plan and it was stated that the actions needed to result in change. The Leader of the Council explained that the Improvement Plan would continue to be available to view whether the actions outlined had been delivered.

In response to a query regarding the Programme for Growth, the Leader of the Council explained that improvements had been made in communicating about the programme to Councillors and the Corporate Peer Challenge team had noted the improvements that had taken place.

RESOLVED:

- i) To note Feedback Report.**
- ii) To note the attached Improvement Plan and note the comments provided.**

REASONS FOR DECISION

The primary purpose of the Peer Challenge was to support Selby DC to deliver its stated objectives and meet residents' aspirations. Delivering on the seven key recommendations made in the report will help ensure this happens. Being open and transparent in how we do this will help ensure we get stakeholders – including Members - bought into our continuing improvement and delivery.

69. COMMUNITY ENGAGEMENT FORUM MEMBERSHIP

Councillor Crane, Leader of the Council presented the report which sought approval to appoint a new Chair for the Eastern Community Engagement Forum.

The Leader of the Council explained that the previous Chair, Councillor Casling has resigned therefore a new Chair was needed and Bob Proctor who was proposed, was currently the Vice Chair.

RESOLVED:

- To appoint Bob Proctor as Chair of the Eastern Community Engagement Forum.**

REASONS FOR DECISION

To meet legislative requirements and to enable the proper functioning of the Council in the 2017/18 municipal year.

70. PRIVATE SESSION

Council moved into private session to discuss the next item.

RESOLVED:

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 item as there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.

REASON FOR THE DECISION

To ensure the Council complies with the correct legislation when discussion private and confidential items.

71. GRANT FUNDING – OLYMPIA PARK SELBY

Councillor Crane, Leader of the Council presented the report which outlined funding information in relation to Olympia Park and detailed the next steps to be taken.

The Leader of the Council explained that the Council had submitted a bid for £8.878 million to the Homes and Communities Agency's (now Homes England) Housing Infrastructure Fund to support the development of the Olympia Park site in Selby.

In response to a query, the Leader of the Council stated that a further planning application would be submitted for development of the site.

In response to queries around access roads, the Director of Economic Regeneration and Place explained that there would be consultation on issues such as this along with open space, and proposed school which would be picked up as part of the masterplan.

RESOLVED:

- i) To note that Selby District Council has been successful in securing investment of £8,878,000 from Homes England's Marginal Viability Housing Infrastructure Fund to support the development of the Olympia Park site. The grant funding will be paid directly to Selby District Council at agreed intervals under section 31 of the Local Government Act 2003, based on progress reports from the local authority. As the accountable body, the Council will need to ensure that the funding is drawn down and spent in accordance with the requirements of the Housing Infrastructure Programme**

- ii) **To note that additional funding of up to £1.2 million to support the development of the Olympia Park site will be provided by the York, North Yorkshire and East Riding LEP, subject to the approval of a Detailed Business Case**
- iii) **To delegate authority to the Chief Executive in consultation with the Leader of the Council to agree the terms and conditions of the grant funding and to authorise expenditure of the grant including the acquisition of land/site assembly to facilitate the development of the site.**

REASONS FOR DECISION

To facilitate the development of site in accordance with the Core Strategy Local Plan.

72. PUBLIC SESSION

The Council agreed to move back into public session.

RESOLVED:

To move back into public session for the next item.

REASON FOR THE DECISION

To ensure the public and press can attend the meeting for public items.

73. URGENT ACTION

It was noted that the Chief Executive had taken the following urgent action since the last meeting:

- To appoint Councillor Mike Jordan as a member of the Planning Committee to replace Councillor Ian Reynolds for the municipal year 2017/18 with immediate effect.
- To appoint Councillor Ian Reynolds as a substitute member of the Planning Committee to replace Councillor Mike Jordan for the municipal year 2017/18 with immediate effect.

The meeting closed at 7.54pm.

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Cllr Mark Crane

Leader of the Council

Report to Council on 24 April 2018

This report covers the period from the Council meeting on 12 December 2017. During this period I have attended a number of meetings on behalf of the Council. Reporting on key items:

District Council Network

I have continued to attend the District Council Network representing the views of District Councils nationally and our area. I have recently been given a portfolio role for the DCN for Stronger Economies. This role will include responsibility for economic development and housing issues so I will be drawing on the expertise of my colleagues on the Executive, our excellent work on the Economic Development Framework and on the experience gained from the Programme for Growth.

Devolution to Yorkshire

I have continued to attend meetings regarding a potential devolution deal for Yorkshire. As yet we are still negotiating with government and amongst ourselves as to the exact details of the freedoms and financial benefits that could be devolved to the region and on the governance framework for a Yorkshire Combined Authority. I will continue to report progress on these matters as it is made.

Housing Infrastructure Bid

As previously reported to Council, we were successful with the bid for money from the Central Government Housing Infrastructure Fund (Marginal Viability Fund) for Olympia Park. We are now in a period of 'due diligence' and have submitted a range of supporting information to Homes England. This information is now being assessed to confirm the grant award and we are expecting to hear in May/June.

Meanwhile Council Officers are working with those representing the 3 land owners of the site to develop a comprehensive masterplan and bring forward planning applications covering the full site. It is hoped they will come forward later this year.

Councillors will also be aware that the County Council submitted a bid to the Housing Infrastructure Fund (Forward Funding stream) for a range of sites in the Selby District. This was the first time that a bid of this nature had been made by the County

Council for sites in just one of the District Council areas. This is a direct result of the close working of our officers with the County Council under Better Together on the local and regional growth and housing agendas.

That part of the fund was only open to upper tier and unitary authorities and had a two stage application process. As with the marginal viability fund, the number of councils and total amount of the bids exceeded the available funds. Unfortunately despite our support and that of the LEP the County bid has not been selected to progress to stage 2.

This is obviously disappointing. However both this Council and the County Council will continue to explore opportunities to bring funding into the district to support our shared ambitions for inclusive growth and our corporate plan priorities.

That shared working will continue following the appointment of new Head of Service for Economic Development and Regeneration. Julian Rudd will be joining us shortly from a role at Ryedale District Council. In that role he has been seconded part time to the North Yorkshire LEP. In his new role with Selby Julian will continue to work 2 days a week with the LEP helping to give Selby a greater voice and level of influence in regional matters.

Better Together – Legal Services

In March 2018 the Executive received a report on the legal shared service pilot that was agreed in April 2017. The results of the pilot were broadly positive; showing increased resilience for the District as part of a larger legal team but also bringing benefit to the County in terms of commercial property expertise which supports both our agendas.

Executive agreed to transfer 4 members of the legal team to NYCC and buy back the equivalent number of legal hours from the expanded county team. Following consultation with the staff, that transfer took place on 1 April. The District Council has retained the post of Solicitor to the Council plus two legal training posts on its structure and the solicitor will monitor the arrangements with County to ensure we get a value for money service. Executive asked for a report back on how the arrangements are working in 12 months' time.

Councillors IT kit and the general data protection regulation.

Last year Council agreed to purchase IT kit for councillors to enable us to work in 'paper light' way and have a secure selby.gov e mail address. The roll out of equipment is almost complete.

The Council has also recently installed new software to manage Council meetings and agendas which will make it easier for councillors to access and annotate agendas and papers and refresh the Councillor pages on our website. This will include better ways of registering our interests and noting committee places and attendance at meeting. This system will be rolled out in May and training will be provided for Councillors.

The new equipment will also ensure the Council is compliant with the new General Data Protection Regulation which will be in force on 25th May. A training session will take place on GDPR and how it affects Councillors on Tuesday 8th May at 5pm in the Council Chamber.

Planning Enforcement

I am aware that planning enforcement issues are matters which councillors regularly hear about from their constituents. Under the restructure last year we increased resources in this area however the Council has struggled to recruit.

I have asked to meet with the Chief Exec and relevant officers to look at the service and to consider whether we need to do things differently or increase the resources available.

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Mark Crane
Leader

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Councillor John Mackman

Deputy Leader of the Council

Report to Council on Tuesday 24 April 2018

This report covers the period from the Council meeting on 22 February 2018. During this period I have attended Executive and Executive Briefings and represented the Council at local and regional meetings including deputising for the Leader as required.

Reporting on the key items:-

1) Planning Service Review

A significant amount of progress has been made in the following areas:

The number of major and minor applications determined 'in time' remains higher for majors than the performance figures achieved during 2016/2017. In quarter four between 01.01.2018 to 31.03.2018, 89% of majors were determined within the statutory period or agreed extension of time compared with 87% in the same period last year. 89% of minors were determined within the statutory period or agreed extension of time compared with 91% in the same period last year. The figures are also higher than the national designation targets set by the Government which are 50% for majors and 65% for minors.

15 appeals were determined in quarter four between 01.01.2018 to 31.03.2018 of which 20% were allowed and 80% dismissed. Furthermore, we are continuing to consistently meet and exceed our pre-application fee income target and overall planning fees are increasing reflecting the number of applications and major schemes that have been submitted. Pre-application discussions continue to take place on major schemes such as Rigid Paper and Church Fenton Media Village and we continue to work on joint PPA's for the Eggborough and Drax NSIPs.

We have a number of vacant posts which we are looking to fill although they are still proving difficult to fill. These posts are currently being filled by agency staff to ensure we can maintain performance. They are working on a number of major strategic schemes, pre-application proposals and NSIPs. We are also seeking to strengthen the Enforcement Team. The Council is currently out for advert for a number of posts within the development management team including planning enforcement. There are also a number of posts being advertised for the planning policy team.

The strategic alliance between Selby District Council and North Yorkshire County Council is continuing through the 'Better Together' initiative. On the 18th April colleagues from NYCC Heritage Services will be visiting and we will be running a half-day session on Ecology, Archaeology, Landscape and how these services feed into the planning process and into the Council's wider planning service. This session will also seek to enhance increased working relationships between the two teams.

Currently we have 20 Parishes who are consulted electronically; this has risen from the initial 4 Parishes. We will continue to work with the remaining Parishes who have not yet signed up so that eventually all Parish Councils will be electronically consulted.

Work is continuing to install a new IT case load management tool/package which will be of great benefit to planning officers in managing their workloads. We have undertaken an initial audit which has identified areas where improvements can be made to both the use of the current system and to processes and to assess where the use of Enterprise (case load management tool/package) can deliver business benefits within the service.

We held a Stakeholder Engagement Forum on 19th March 2018. This was well attended by local agents, CEF representatives and also small and large scale housebuilders. At this forum we looked at ways we can improve the pre-application advice service and also discussed issues raised by the stakeholders which were fed back to the team. The aim of this is to continue to improve the ongoing relationships with planning agents.

We are currently consulting on our Validation checklist which is a key document helping to ensure that planning applications are processed and determined in an efficient and timely manner. A draft revised local list has been issued for consultation which is due to end on 06 April 2018. Local Lists speed up the planning process by spelling out clearly what is, and what is not, needed to make a particular application valid. And to do this effectively they need to be kept up-to-date. A final draft, taking into account responses to the consultation, will be recommended to the Director of Economic Regeneration & Place for adoption.

Work has also started on developing a Conditions Manual which will ensure that we have model planning conditions that can be consistently applied across all approved planning applications.

2) PLAN Selby – next steps

The Ministry of Housing, Communities and Local Government (MHCLG) have recently published the draft revised National Planning Policy Framework. MHCLG are also consulting on the proposed changes to the National Planning Practice Guidance and on reforming developer contributions to affordable housing and infrastructure. We are currently considering the implications of the proposed changes on the emerging Sites Allocations Local Plan.

As part of the Pool of Sites Consultation in October and November 2017 we provided the final opportunity to submit sites for further consideration and as a result received 47 new sites and 5 amendments to previously considered sites. Consultation seeking views on these additional/amended sites is currently underway and will end on the 19th April 2018.

Work continues to complete the evidence which will inform the drafting of the Publication version of the Sites Allocations Local Plan. This includes working closely with landowners and developers to ensure that we are able to demonstrate that all the sites included in the plan are viable and deliverable.

At the end of March 2018 we had received £575,039 in CIL receipts. These funds will contribute to providing some of the infrastructure to support the Sites Allocations Local Plan as informed by the emerging Infrastructure Delivery Plan. We have recently provided all Parish Councils with their 6 monthly CIL statements which informs them of their % share of the total CIL funds received which are available to them for local infrastructure improvements.

The Parish Council % share would be 15% of the receipts where there is no Neighbourhood Plan, where there is a neighbourhood plan the % share rises to 25%.

3) Neighbourhood Plans

The Executive on the 7 December 2017, resolved to 'Make' the Appleton Roebuck and Acaster Selby Neighbourhood Development Plan (ARAS NDP). This means that the ARAS NDP has been formally adopted by the Council and forms part of the statutory Development Plan for the parish of

Appleton Roebuck and Acaster Selby. Five other Parish Councils have Designated Neighbourhood Areas including Selby Town, Brayton, Church Fenton, Escrick and Ulleskelf.

4) Eggborough Power Station DCO

The Examination for Eggborough Power Station DCO has been completed and it is expected that a decision will be issued by the Inspectorate by September 2018.

5) Drax Power Station DCO

The Repower Project is presently at the Pre-application stage with PINS in that the applicants have held Inception and Project update meetings. The Secretary of State replied to and issued a Scoping Request in October. This sets out the required extent and content of the necessary environmental statement to accompany the submission. On 12 January 2018 the applicants confirmed their formal intention to make the DCO application and fulfilled its 'duty to consult' in the formal consultation on the draft application which ran from 16 January to 27 February. This followed rounds of informal consultation during the latter half of last year. The present declared timetable for application submission to PINs is by the end of May 2018.

6) 5YHLS Appeals

We have greatly improved our approach to monitoring the progress of sites with residential planning permission. Importantly this has led to success at five recent appeal hearings where Planning Inspectors have concluded that the Council is able to demonstrate that it has a 5 year supply of deliverable land.

An appeal decision relating to land at Field Lane, Thorpe Willoughby concluded that there was no reason why full weight should not be given to the development limits identified on the 2005 Selby District Local Plan Policies Map. In the most recent appeal decision relating to land to the west of Mill Lane, Hemingbrough, the Inspector endorsed the current Local Plan process by concluding that; "To my mind, the Council has a robust planning policy direction of travel, including the call for sites process forming part of the Site Allocations Plan document.

The next base date for 5 year land supply calculation is at 31 March 2018 and work is in progress on this report.

7) Selby and District Housing Trust

The scheme to construct 5 family homes for the Trust at Landing Lane, Riccall is progressing well and in accordance with the 37 week build-out period. Construction has also commenced on the 12 affordable homes on Ousegate in Selby.

Following the Council's approval of an updated Affordable Housing Development Programme in January, the Trust is working with Selby District Council to identify the next phase of development sites.

John Mackman
Deputy Leader of the Council

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Councillor Cliff Lunn

Executive Member for Finance and Resources

Report to Council on 24 April 2018

Executive 1 March 2018

Fair Funding Consultation

The Council's response to the Government's Fair Funding Review of Local Government Finance was submitted by the due date of 12th March 2018 and we await further announcements and consultations in due course. A copy of the response has been circulated to all councillors.

Universal Credit

Universal Credit Full Service, for new claimants only, will start at Selby jobcentre in May 2018. The impact in the district will build up slowly over the first year. The Council is taking a proactive approach to managing the impact of the change and is working hard with partners to establish a "Make Every Contact Count" principle in relation to Universal Credit. The aim will be to reduce the risk of hardship for those claiming Universal Credit and to minimise the risk of higher debt for the Council. A report detailing the proposed approach has been approved by the Executive and considered by the Policy and Review Committee.

Commercial Industrial Unit Rental Policy

Executive also considered a report which outlined the current position in respect of the four commercial property sites currently owned by the Council, the report set out a range of options for implementing rent increases arising from a recent rent review and proposals for the future management of the units. The Executive noted that as a result of rent reviews not having been carried out or implemented consistently in the past the recent review had resulted in significant increases for some tenants of the Council's industrial units. Having considered the options presented Executive have agreed to phase implementation of the increases over a five year period, with a further review to be carried out in year three, in line with the lease. A further report will be made to the Executive at that point to agree how any changes will be implemented. The decision will achieve a continued income stream for the Council whilst also supporting established businesses to continue to operate successfully. The report also set out the Council's commitment to a programme of planned maintenance on the commercial properties alongside plans to standardise lease agreements across the industrial stock, ensuring management consistency in future.

Burn Airfield

An opportunity recently arose to negotiate lease terms for one of the parcels of land at Burn airfield. It is proposed that the Council grant a farm business tenancy for a period of ten years to September 2027. This will ensure a continuing income from this property and will

also ensure that the property can be returned to the Council in line with the determination of the other leases and tenancies at Burn Airfield.

Portfolio Issues

Closedown of Accounts

The Council has now entered the closedown period, with the team working hard to close the accounts for the 2017/18 year. This is always a busy time of the year, and this year in particular will see the formal introduction of the new closedown deadlines. Last year the deadline for the management accounts was end of July with a full audited set of accounts signed off by the end of September - we performed a dry run to the new deadlines and achieved completion of management accounts by the end of May with a full set of audited accounts signed off by the end of July 2017.

This year these new tighter timelines are formally introduced for all Councils so we have to repeat the achievement of last year. A special Executive has been called on the 24 May to sign off the management accounts and we will be producing a full set of audited accounts by the end of July again.

The team are geared up to deliver this challenge and are working closely with the auditors to ensure the deadlines are achieved and a quality set of accounts are produced.

Cliff Lunn



Councillor Christopher Pearson - Executive Member for Housing, Leisure, Health, & Culture

Report to Council on Tuesday 24th April 2018

WRAP Litter innovation grant award

Selby District Council's application for grant funding from WRAP's litter innovation fund was successful and the Council received the grant offer letter in February 2018. The main part of the application was for funding to work with businesses and haulage companies based at our industrial estates to tackle roadside littering from commercial vehicles. This is to be done through a corporate accreditation scheme, in cab recycling boxes / bags and education and awareness.

Public finance innovation award for community engagement project of the year

The Council's Don't be a Waster campaign has been shortlisted for a national award under the category of "Best community engagement project". The awards ceremony is to be held in London on 25th April.

World Autism Week Event at Summit Indoor Adventure

An event was held in support of World Autism Week which has been well received with positive comments on social media.

Housing Delivery Programme

Work continues to bring forward several sites as part of the Housing Delivery Programme, approved by the Executive on the 4th January 2018

- The construction of 13 new homes for Selby District Council has now commenced at Byram Park Road in Byram, which are due to be completed in January 2019.
- The construction of 5 new family homes, delivered in partnership with the Selby and District Housing Trust on a former Council owned garage site at Landing Lane Riccall are progressing well and within the agreed Programme.
- The Housing & Regeneration team are continuing to assess potential development options for the Edgerton Lodge site in Tadcaster, which was formerly used as a homeless hostel and is now surplus to requirements. Due diligence is currently being finalised and it is anticipated that a report will be brought to the Executive in July 2018, setting out recommended actions to develop the site.
- The next phase of new build sites is being agreed with a view to a development partner being procured by the summer of 2018

Olympia Park, Selby

Following the Housing and Regeneration Team's successful £8.878 million bid for funding from the Homes and Communities Agency's (now Homes England) Housing Infrastructure Fund to support the delivery of the Olympia Park strategic mixed use development site, the Council is working closely with landowners to develop detailed proposals for the site.

Visitor Economy Strategy

The Visitor Economy Strategy and action plan have now been approved at Executive on 1st March 2018. This is a great step forward in our Economic Development agenda to work on one of the priority growth sectors for the district to make the district a great place to live and enhance our visitor economy businesses. The plan commences through establishing resources to support tourism development and arts, heritage and culture development. The initial focus is going to be on Selby950. This will be a partnership approach with the Abbey, Town Council and local business and community and heritage groups to offer a range of information, events and activities across 2019 to celebrate the Abbey's 950th anniversary.

The Community, Partnership and Customer team has been supporting the Selby Abbey Trust to submit a national funding bid to the Heritage Lottery Fund. The application is an important step in showcasing our Abbey as the central element in our heritage vision for Selby Town Centre. The Selby950 celebrations will be a platform to this longer term development.

Private Sector Housing Assistance

A new Private Sector Housing Assistance Policy has recently been approved by Executive.

The new policy continues to offer the Mandatory Disabled Facilities grant but introduces some new discretionary grants and loans including the repairs assistance loan, grants and loans for empty homes and adds some discretionary elements to the Disabled Facilities Grant.

Delivery of Disabled Facilities Grants is financially supported by the Better Care Fund, a programme seeking to join up health and care services. The changes introduced with this policy seek to support their ambitions for people to manage their own health and wellbeing and live independently in their communities for as long as possible whilst supporting our own corporate priorities and improving housing conditions across the district.

Housing Support & Enforcement Services team

The team provides the housing rent collection service, sundry income collection and enforcement for environmental crime which includes fly tip investigations when evidence has been found on site, littering, urinating, dog fouling, provision of commercial waste contracts, removal of abandoned vehicles and access for gas safety checks to our housing stock. They also provide housing enforcement to deal with tenancy breaches and ASB, tenancy fraud and licensing enforcement.

The Housing Support and Enforcement Services Team have had a very productive year with some very successful outcomes. They dealt with 380 cases during 2017/18 as shown in the table below:

| Area of Enforcement | No of cases |
|--|-------------|
| Environmental crime | 169 |
| Abandoned vehicles | 62 |
| Gas safety access | 39 |
| Licensing Enforcement | 37 |
| Housing Enforcement inc. ASB & tenancy fraud | 66 |
| Illegal traveller encampments | 7 |

Investigations were completed on all these cases and over 150 formal sanctions have been applied. These include prosecutions, fixed penalty notices, Gas Abatement Notices served, warning letters, Notice Seeking Possession served for housing offences and ASB, Notices to Quit , injunctions & an eviction warrant issued to recover housing stock and cases submitted to Licensing Committee for disciplinary & improper conduct issues where licences have been revoked and suspended. Informal sanctions and resolutions have also been applied to conclude cases which include, tenant engagement to resolve issues, advice given to premise licence holders, taxi & hackney carriage drivers, advice given out about littering and fly tipping with regards to the kind of evidence we require to investigate and advising of householder duty of care.

Housing Rent Collection this year is 98.52% which is 0.42% over target and equates to an additional £52K income. We issued nearly 3500 sundry debt invoices during 2017/18, with a collection rate of 98% and a total collected of £3.56m.

The team have also carried out some joint projects with Immigration and NYP visiting takeaway premises in the area and worked with HMRC & the Gambling Commission to carry out visits to premises with illegal gaming machines which were subsequently removed. They have also carried out private hire operator checks in conjunction with the licensing team. All these actions have helped to increase awareness in the District of the responsibilities of Licence holders.

Councillor Christopher Pearson

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Councillor Chris Metcalfe

Executive Member for Communities and Economic Development

Report to Council on Tuesday 24 April 2018

This report covers the period from the Council meeting on 22 February 2018

Better Together Customer and Communities

Selby District Council and North Yorkshire County Council have been working together for the last 3 years to look at ways we can help customers access services in a more efficiently, but also to help communities take a lead on how to promote self-sufficient neighbourhoods that can make a local difference.

The work has included the transfer of library services to community groups, upgrading IT facilities and supporting local groups to pilot or establish local initiatives. These have included examples such as establishing community activists to encourage and develop local community and voluntary organisations, and establishing a Youth Well-Being Fund with Selby College Students to support low level mental health issues. The community hubs have now been firmly established at Sherburn and Tadcaster; Sherburn also particularly benefiting from a successful Lottery grant application to bring the Old Girls School into community use. Selby library is currently receiving a refurbishment to create better meeting space and to upgrade its computer access offer. All the work on the programme has been about enabling the community to deliver more efficient services for themselves and to find ways to deliver online services in an accessible and local way. The installation of upgraded IT equipment at all sites is close to completion and should enable customers in our more rural communities to have better online access to both county and district services.

Economic Development

Support to Eggborough Power Station Staff affected by closure

Since the announcement that Eggborough Power Station is to close in September, the Council has been working with Eggborough and Job Centre Plus Selby to support those affected by the closure. A jobs fair took place on 7th March at the power station to help those at risk of redundancy to find alternative employment. The jobs fair was well-attended by a broad range of local businesses and agencies promoting their vacant positions and was extremely successful, with several Eggborough employees receiving job offers from the companies present.

The Eggborough site remains an area of investment for our District, with proposals in place for a brand new gas-fired power station adjacent. As far as the Council is aware, this development is not affected by the existing power station closing. We will continue to support Eggborough Power Limited with this development, as well as working closely with them to explore how we turn the closure of their existing power station into an

opportunity that creates sustainable high-value employment and economic prosperity for the whole of Selby District.

Strategic Employment Sites

Following on from the last update to Council, significant progress continues to be made to bring forward 'strategic employment sites' in Selby District.

Sherburn2

Sherburn2, the 1.25 million sq. feet employment site adjacent to Sherburn Enterprise Park, has received national news coverage in recent months following site visits by Heathrow Chairman, Lord Deighton (11th February) and Northern Powerhouse Minister, Jake Berry (12th February).

The site is one of 65 sites across the UK shortlisted to be an offsite hub for the expansion of Heathrow Airport - the Council worked jointly with Glentool Estates, the developers behind to Sherburn2, to support their Heathrow Logistics Hub submission.

The Council's Economic Development team is working closely with the developers to attract new investors into the District.

Church Fenton Airfield

The Council's Economic Development team are leading a partnership set up between the Council, Makin Enterprises, Screen Yorkshire, YNYER LEP and the anchor site investor for the planning development and delivery of a dedicated creative hub – "Create Yorkshire". The process is designed to provide a coordinated approach to delivering a new, major growth sector to this Strategic Development site with the long term potential to create up to 2,500 new, high skilled jobs within the district.

SME Support

Over 73 SMEs in Selby District have been supported over the last 9 months through face to face meetings – with time ranging from 1 hour upwards;

Strategic Engagement and Partnership Working

The last few months have seen the Economic Development team engage with a host of key stakeholders and strategic documents with the aim of ensuring that the growth opportunities that exist in Selby District are understood and articulated by the Council's strategic partners and key influential bodies.

Responses to the following documents have been submitted:

- **Leeds City Region's HS2 Growth Strategy** – The Council's response conveyed our support of the strategy but communicated our belief that a lot more could be articulated in the document of the role of Selby District in contributing to the future economic success of Leeds City Region given the District's super-connectivity, skilled workforce and wealth of new employment opportunities. The Council's response outlined the major growth opportunities across the District and the benefits for both Selby District and the wider city region of achieving investment in better rail connectivity to and from Selby District;

- **Transport for the North's Strategic Transport Plan** – this response to TfN's long term growth vision of the North's economy (to 2050) parallels our response to the Leeds City Region's HS2 Growth Strategy. We have reinforced the long term potential of the District's Strategic Development sites to drive growth, skills and wealth across the region and in turn the whole of the North's economy. Critical to this potential being realised will be the ability to unlock these sites through a fully integrated infrastructure strategy that recognises Selby District's significant role in the economic success of the North. This approach has been endorsed by major investors throughout the district such as Drax, Potter Group and developers Harworth Estates (Kellingley and Gascoigne sites) and Glentool (Sherburn2);
- **East Riding of Yorkshire's Economic Development Strategy 2018-2022** – The Council's response conveyed our support of the strategy and outlined the similarities shared between Selby and East Riding's economy and our respective economic plans, and the potential to maximise growth through greater partnership working. The Council's response goes on to highlight some of the major economic opportunities within Selby District of regional significance, before expressing the benefits of taking a joint approach to lobbying for rail upgrades, such as the electrification of the Selby-Hull line, and the importance of connecting areas of strategic employment growth to areas of significant housing growth.

The Economic Development team is currently engaging with the following documents:

- The Government's Industrial Strategy White Paper;
- Feeding into the development of York, North Yorkshire and East Riding Enterprise Partnership's Industrial Strategy; and,
- Feeding into the development of Leeds City Region's Local Inclusive Industrial Strategy.

As work on these strategic documents progresses, we will bring regular updates back to Council.

Chris Metcalfe

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Councillor Wendy Nichols – Chair of Scrutiny Committee

The Scrutiny Committee has met once since the previous update given to Council in February 2018.

22 March 2018

The main items of business on the agenda for this meeting were Corporate Performance Quarter 3 – 2017/18 (October to December), Financial Results and Budget Exceptions Report to 31 December 2017, Treasury Management Monitoring Report for Q3, Programme for Growth: Update, Olympia Park – update on progress and next steps, Corporate Peer Challenge Feedback and Next Steps and Tour de Yorkshire 2017.

The Committee discussed a wide range of issues across the agenda items:

- Empty homes in the District and what was being done to tackle the time taken to re-let properties when there was such a demand for social housing in the area was debated.
- Members discussed attendance levels at leisure centres and how to improve marketing and communications to encourage more visitors.
- The Committee considered the numbers of accidents at work that had been reported and what was being done to ensure that the appropriate training was in place for management to prevent accidents in the future.
- Following the LGA Peer Challenge, Members discussed how scrutiny would be reviewed and improved and how they could ensure that they were involved with this process, the provision of training and Officer support, how the Committee's work could be developed and the meaningful scrutiny of Executive decisions.
- The replacement of parking machines at back Micklegate car park in Selby was discussed, as was the management of the disabled facilities grant and remedial work on the culvert at Portholme Road, which was of concern to both local Members and residents in the area. The progress of the plans for co-location with the Police at the Council Offices was also queried with Officers.
- The Programme for Growth was discussed by the Committee, as well links to the Visitor Economy Strategy and tourism in the District.
- Work on unlocking the Olympia Park site was welcomed by Members, in particular the £8.9m in funding had been awarded to the Council by Homes England, following

a successful bid by Officers. The Committee were pleased that work was being started on the site to remove rubble, but asked that the 'new' primary school in the report be referred to in future as the 're-sited' school.

- Following consideration of a report on the impact of the Tour de Yorkshire in 2017, the Committee expressed its support for events and initiatives that promoted the local area local in a sustainable way, and emphasised the importance of community engagement in planning for such events.

The Committee also considered the work plan for the rest of the 2017-18 year and the draft plan for 2018/19, and made the following suggestions:

- **That the Committee's proposal to look at Council Funded Community Centres be kept under review on the work programme for 2018/19, and allocated an appropriate date for consideration later in the year.**
- **That the Chair of the North Yorkshire Police and Crime Panel be invited to a future meeting of the Committee;**
- **That the topic of transport in the District be considered by the Committee, and that representatives from Leeds City Region, Arriva and Northern Rail be invited to contribute to the discussion at the meeting.**

The next meeting of the Committee will be held on 5 July 2018 at 5.00pm.

Councillor W Nichols
Chair, Scrutiny Committee

Councillor Jim Deans – Chair of Policy Review Committee

The Policy Review Committee has met twice on 13 March 2018 and 17 April 2018 since the previous update given to Council in February 2018.

The meeting on the 17 April 2018 was after publication of the agenda for Council, and therefore the update for this meeting will be given at the next meeting of the Council.

The Policy Review Committee is scheduled to meet again on 12 June 2018.

13 March 2018

The main items of business on the agenda for this meeting were the Draft Tree Management Policy and the Committee's Work Plan.

The Committee discussed a range of issues across the Draft Tree Management Policy including:

- The Council's statutory responsibility for the management and maintenance of trees on Council owned land. The policy would allow the Council to more efficiently manage the trees on Council owned land and enable a consistent approach to managing the range of enquiries and requests for works, and ensure that risks were managed effectively to ensure public safety.
- Members asked Officers about plans that showed which areas of trees the Council or Parish Councils were responsible for; these were maintained under the Environmental Services contract, and that these could be circulated to Members as required.
- The maintenance of the deciduous trees on Hambleton Hough was also queried by the Committee, as well as the Council's responsibilities if a site was jointly owned by the Council and the Local Health Authority.
- The Committee asked that the matter of privately owned trees affecting Council property should also be covered in the policy. Members also noted that there was no responsibility for the Council to clear up leaf or blossom fall from Council owned trees if they fell on private property. However, if naturally occurring tree behaviour like blossom or leaf fall occurred on adopted highways, this would be dealt with via routine cleansing.
- The Committee expressed its support for Officers exploring access to funds and projects, such as community orchards, to increase the number of trees in the District.

- Publicity around the consultation on the Draft Tree Management Policy would be carried out via the internet, social media, press releases, local or tenant newsletters and via Parish Councils. A web page was also being developed on the Council's website that would hold all relevant information relating to trees and their management that the public or Officers might find useful.
- The disposal of green waste resulting from tree felling or trimming was discussed by the Committee. Officers were asked to look into the potential market for the purchase of felled tree logs for fuel or firewood, although the small numbers may make this unsustainable. Historically, any felled tree was cut up and left for local residents to take away.
- Officers confirmed that the Committee's comments would be included in the draft policy where appropriate, and following consultation, the policy would be taken to the Executive for final agreement.

The Committee also considered the work plan for the rest of the 2017-18 year and the draft plan for 2018/19, and made the following suggestions:

- To confirm that the Policy Review Committee's Annual Report should be included on both the 2017/18 and 2018/19 Work Programmes for consideration in April 2018 and April 2019 respectively.
- To ask Committee Members to suggest topics they would wish to see on the 2018/19 Work Programme, and to send these to the Chair and Democratic Services Officer.

Councillor J Deans
Chair, Policy Review Committee



Councillor Mike Jordan – Chair of Audit and Governance Committee

The Audit and Governance Committee has not met since the last Council meeting. The Committee will next meet on Wednesday 18 April 2018.

**Councillor M Jordan
Chair, Audit and Governance Committee**

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Public Session

Report Reference Number: C/17/31

Agenda Item No: 12

| | |
|------------------------|--|
| To: | Council |
| Date: | 24 April 2018 |
| Author: | Stuart Robinson, Head of Business Development & Improvement |
| Lead Officer: | Janet Waggott, Chief Executive |
| Executive Lead: | Cllr Mark Crane, Leader of the Council |

Title: Corporate Plan 2015-2020: 2018 Update

Summary:

Selby District Council's Corporate Plan 2015-2020 ('the Plan') was approved by Council in February 2015. It sets out the Council's vision to make Selby district a *great place: to do business; to enjoy life; to make a difference; and to deliver great value.*

Following a number of changes - including: the structure of the Council; the senior management team; the operating context; and delivery of a range of successes – it is time to take stock and set the direction for the remaining two years of the Plan.

This report presents an update to the Corporate Plan that sets out the key priorities for the next two years – and beyond.

Recommendation:

- i. To approve the 2018 update to the Corporate Plan, following endorsement from the Executive.**

Reasons for recommendation

The Corporate Plan 2015-20 sets clear long term ambitions for the Selby district underpinned by a set of clearly articulated priorities. However, those priorities were born of circumstances that prevailed over three years ago. The time is now right to re-appraise those priorities in light of the circumstances that face the district in 2018. Furthermore, it is a chance to refine the broad proposals set out in the original plan and set the programme of activities for the next two years - providing a clear picture

of the expected outcomes, particularly as they relate to the quality of people's lives. This enables the Council to better sequence activities, performance manage them and deploy capacity more effectively by tackling the things that are most important.

The Corporate Plan is a key part of the Corporate Policy Framework – and is therefore subject to approval at full Council.

1. Introduction and background

1.1 Council approved the Corporate Plan 2015-20 in February 2015. The Plan was developed on the back of a great deal of evidence gathering, engagement, research and analysis. The Plan helps us to focus our efforts on what matters most to our people and businesses to secure a sound future for Selby District.

1.2 The Plan set out the Council vision *to make Selby a great place*. This was underpinned by four broad priorities:

- *A great place...to do business;*
- *A great place...to enjoy life;*
- *A great place...to make a difference; and*
- *A Council...delivering great value*

Each priority was underpinned by a number of objectives, the achievement of which would define success around delivering the overall priority.

1.3 Subsequently, the Council has been delivering against these priorities for the last three years. Progress has been measured by a combination of Key Performance Indicators (KPIs) (with targets) and project delivery milestones. Monitoring has been undertaken via quarterly corporate performance reporting to the Executive (see: <http://www.selby.gov.uk/quarterly-performance-reports>). Annual Reports (<http://www.selby.gov.uk/annual-report-2016-2017>) provide a yearly summary of progress.

2 The Report

2.1 Significant changes have occurred over the past three years. Examples include:

- Changes to the Council's operating model, including an organisation-wide restructure in 2016/17;
- A new Chief Executive and senior management team, bringing in expertise and experience from across a range of backgrounds; and
- A changing operating context – both nationally, including ongoing public sector austerity, and locally, including the positive impacts of some of our successes.

As a result, it is sensible to re-appraise the priorities set out in the Plan.

- 2.2 Furthermore, it is an opportunity to refine the broad and wide ranging proposals set out in the original plan and break down the programme of activities for the next two years - providing a clear picture of the expected outcomes, particularly as they relate to the quality of people's lives. This enables the Council to better sequence activities, performance manage them and deploy capacity more effectively by tackling the things that are most important.
- 2.3 This approach is in line with a recommendation from the LGA Peer Challenge Team following their review of the Council last November. It will also provide an opportunity to re-set the corporate language we use around our priority areas of focus and ensure the wording is reflected in other corporate documents. This will ensure there is read-through between what the vision is and what is being delivered and achieved and will support our efforts to communicate effectively with residents and other stakeholders.
- 2.4 The attached document (Appendix A) – Corporate Plan 2015-20: 2018 Update (the 2018 Update) – is the result of:
 - reviewing KPI performance and progress on delivery of plans since 2015;
 - analysis of customer feedback;
 - the outputs of other strategic planning – such as the publication of the Economic Development Framework; and
 - analysis of service priorities and plans for 2018 and beyond.
- 2.5 The 2018 Update is shorter than the original Plan and covers the following:
 - introduction and purpose of the Update;
 - re-affirmation of the vision and priorities first set out in 2015;
 - a reminder of what success will look like;
 - summary of progress since 2015;
 - proposed delivery priorities for 2018-20 (and, in some cases, beyond); and
 - a financial summary.
- 2.6 A detailed, SMART delivery plan is being produced to support operational delivery. Progress on delivering this plan will be monitored via the corporate performance management arrangements and reported quarterly to Executive.
- 2.7 It is not proposed to produce hard copies of the 2018 Update; it will be published on the Council's website and shared electronically. However, it is suggested that the Update be turned into a printed leaflet, e.g. for distribution to libraries and consideration be given to a special edition of Citizenlink.

3 Legal/Financial Controls and other Policy matters

Legal Issues

3.1 None

Financial Issues

3.2 Delivery of the actions highlighted in the 2018 Update will be done through current/planned budgets.

The cost of producing a printed leaflet is likely to cost less than £200.

Impact Assessment

3.3 An Equality, Diversity and Community Impact Screening was undertaken for the original plan. This has been updated to reflect the 2018 Update.

4. Conclusion

4.1 We have reviewed the current Corporate Plan and refreshed it – the four objectives remain the same. Three years into the Plan we have made a number of significant achievements and are now clear as to what will be delivered in the remaining two years of the Plan.

5. Background Documents

None

Contact Officer:

Name: Stuart Robinson, Head of Business Development & Improvement

Tel: 01757 292296

Email: srobinson@selby.gov.uk

Appendices:

Appendix A: Corporate Plan 2015-20: 2018 Update

Making Selby District a great place...

Selby District Corporate Plan

2015-20: 2018 Update



Our Corporate Plan helps us focus our efforts on what matters most to our people and our businesses to secure a sound future for Selby District.



Introduction

It's exciting times for Selby District, at the heart of Yorkshire. We're seeing significant business investment and great quality homes, opening up new opportunities for people living and working in our area.

As a Council we've been encouraging, supporting and facilitating this growth, using our resources to help deliver on the things we know are most important to our communities.

We set out our long-term plans in 2015 to make the Selby District a great place **to do business**, a great place **to enjoy life** and a great place **to make a difference**, supported by our council **delivering great value**. In just three years we've transformed the way in which we do business to deliver on these ambitions. This type of transformational change cannot happen overnight, of course, but we believe we've made significant progress on our journey.

That's also the conclusion of a recent Local Government Association 'peer challenge', in which we invited colleagues from councils across the country to look at what we're doing and how we're doing it. Their conclusions demonstrate the great strides we've made and the positive impact this continues to have for our district.

Unlike many councils across the country, we're investing: investing in the things that will make the biggest long-term difference to our area. This means investing in how we support business growth, investing in our planning service to achieve our ambition of making it one of the best in the country, investing in building our own and Selby District Housing Trust new affordable homes as well as supporting private developments where homes are needed and investing in supporting our towns to reach their full potential.

But it's equally as important not to lose sight of the everyday support we give our communities. We're delivering core public services day in, day out to people who need them. And we've been making great strides in these services too, such as benefit claims online, new houses being built, empty homes programme, our campaigns resulting in a reduction in litter, increased visits to leisure centres and street cleanliness.

This is about us delivering great value for our taxpayers each and every day. Since 2015 we've been delivering these services more effectively and efficiently. We've achieved long-term savings of £5m since 2010/11.

We cannot do this alone, however, and our approach to delivering our long-term plans is one of partnership and cooperation. Working alongside our Local Enterprise Partnerships to deliver growth, working alongside our County Council colleagues – through our Better Together partnership – to improve everyday services and deliver better value for money, working with our communities to deliver lasting change on the things that matter most.

Whilst we must be flexible in our approach, we continue to focus on the big ambitions we set out in 2015 to make our district **a great place** to be.

Leader of Selby District Council
Cllr Mark Crane



Chief Executive of Selby District Council
Janet Waggott



Why are we updating our plan for 2018-20?

Our Corporate Plan sets out our big ambitions for our district. It focuses our work on delivering the things that are important.

Throughout everything we do we refer back to these ambitions, as everything we do should support us to make Selby District a great place to do business, a great place to enjoy life and a great place to make a difference, supported by the Council delivering great value.

We need some flexibility in how we achieve this of course. The world in 2015 is very different from the world in 2018. We'll continue to adapt to changing circumstances and opportunities. Having in place some solid core ambitions for our area enables us to focus on what matters and deliver our vision.

Our recent Local Government Association peer challenge recommended that we revisit our Corporate Plan each year to ensure it's still right for us. This is what we're doing with this version. The over-arching ambitions remain exactly the same: the way in which we reach these ambitions will have evolved to reflect the changing environment in which we operate.

It's also about making the most of new opportunities as they arise. For example, supporting emerging business developments and maximising the value of new funding opportunities. To do this we must be flexible and agile.

This plan takes us to 2020, at which point we will carry out a more fundamental review of our ambitions and how we – Selby District Council – can deliver these through our own work and by working with partners.



A reminder of our priorities up to 2020

We continue to work to four key ambitions for our community and for ourselves. Delivery of these ambitions will help us to achieve our vision *to make Selby District a great place*.

To make Selby District a great place to do business

- Secure new investment in the district
- Improve employment opportunities
- Work with education providers to support training and to provide appropriate skills for work
- Work with people and businesses to help our market towns reach their potential

To make Selby District a great place to enjoy life

- Improve the supply of housing
- Improve healthy life choices

To make Selby District a great place to make a difference

- Empower and involve people in decisions about their area and their service
- Enable people to get involved, volunteer and contribute to delivering services locally
- Facilitate people to use online channels to access services

Selby District Council delivering great value

- Work with others and co-develop the way in which services are delivered
- Commission those best placed to deliver services on our behalf
- Communicate well with customers to help us understand what matters, to listen and learn
- Help people to access services digitally

We've been reporting progress on all these ambitions in our annual reports and through our residents' newspaper, Citizenlink. Copies can be found on our website – www.selby.gov.uk



A new team

One of the big changes at Selby District Council since the original plan was agreed is the team of senior councillors and officers who are leading the delivery of our priorities.

The Council's **Executive** is responsible for agreeing most council policies, working within the broad policy framework set by Full Council. The Council Leader is Councillor Mark Crane. Councillor Crane leads the Executive which comprises:

Cllr Mark Crane

Leader of the Council & Executive member with responsibility for external relations and partnerships



Cllr John Mackman

Deputy Leader of the Council & Executive member with responsibility for place shaping

Cllr Cliff Lunn

Executive member with responsibility for finance, resources and partnerships



Cllr Chris Metcalfe

Executive member with responsibility for communities and economic development

Cllr Chris Pearson

Executive member with responsibility for housing, leisure, health and culture



Council officers implement policy and are responsible for the running of day-to-day services. The biggest change has been the creation of a new Leadership Team of senior officers – including a new Chief Executive, Janet Waggott. Janet leads a team comprising:



Janet Waggott Chief Executive, Selby District Council & Assistant Chief Executive, North Yorkshire County Council

Julie Slatter Director of Corporate Services and Commissioning



Dave Caulfield Director of Economic Regeneration and Place

Karen Iveson
Chief Finance Officer, Selby District Council & Assistant Director Strategic Resources, North Yorkshire County Council



Gill Marshall
Solicitor to the Council, Monitoring Officer & Deputy Returning Officer

Our plan for 2018-20: To make Selby District a great place to do business

We will achieve this by

- Increasing the levels of investment in the district
- Facilitating the creation of more and higher paid jobs
- Creating the conditions for the current and future workforce to achieve higher levels of skills and qualifications
- Making our market towns more attractive places to live, work and visit

Just some of the things we have achieved since 2015

- Substantial investment in manufacturing announced by Legal & General and Celotex for sites at Sherburn in Elmet and Eggborough, leading to at least 530 direct and indirect jobs.
- Helped to develop proposals for major new investment at the former Kellingley Colliery site, (which could bring up to 3,000 new jobs to the district).
- Negotiated a major Employer Training Agreement as part of the planning application to redevelop Kellingley Colliery, which will provide significant opportunities for local people
- Launched our Economic Development Framework at the very first Selby District Economic Growth Conference with over 120 business people from across Yorkshire attending.
- Continued to support traineeships and apprenticeships, with four graduate trainees and three apprentices since 2015 along with procurement framework contracts which will see local apprentices given the opportunity to work on new Council Housing schemes.
- Helping to develop plans to build on the success of the Yorkshire Studios at Church Fenton (recently home to a major ITV production) to make it a hub for film-making and creative industries (Create Yorkshire) which offers the potential to deliver 2,000 jobs in a new, growing and high-value sector for Selby District.
- Supported the recovery of Tadcaster following the 2015 flood – including support to businesses, the Tour de Yorkshire start and re-opening of Tadcaster bridge.
- Set up a new partnership with Historic England to support sustainable development in our market towns, helping to protect and enhance the character of these towns.
- Introduced a new Car Park Strategy, which will see £900k spent in car park improvements across the district to support the vitality and viability of our town centres.



We will focus on the following things in the next **two years**:

- We will progress the key priorities identified in our Economic Development Framework and Action Plan to support our economic growth ambitions including:
 - Making the case for the necessary physical infrastructure, road, rail and public transport investment required to unlock economic growth
 - Attract new business investments to create employment opportunities in priority growth sectors through our Inward Investment work
 - Engage with indigenous business through our SME Advisory Service to provide support and resilience
 - Align housing requirements to economic ambitions to create sustainable communities
 - Increase apprenticeships and vocational training opportunities to meet current and future workforce development needs
 - Identify and seek to address existing health and transport barriers to learning and employment
- We will work proactively with key landowners and developers to unlock the significant potential of our key transformational development sites, including
 - Sherburn 2 – a significant expansion of Sherburn Enterprise Park to deliver major new employment opportunities
 - Kellingley Colliery – a major new business park with outstanding rail-connectivity
 - Olympia Park – create a major mixed use housing and employment neighbourhood for Selby
 - Gascoigne Railfreight Interchange – potential for a major new rail-based manufacturing and logistics hub of regional significance
 - Church Fenton – potential for major film production and creative industries hub for the region
- We will develop a long term programme of market town regeneration to help them reach their true potential including:
 - Public realm improvements
 - Support for shopfront improvements
 - Work with Historic England, the Heritage Lottery Fund and Arts Council England to unlock more investment and funding in our historic centres
 - Support Selby Abbey with its Heritage Lottery Fund bid and to jointly develop a programme of celebrations marking the 950th Anniversary of the Abbey and its key role in the foundation and future of Selby Town
- We will work with our key businesses through a proactive Key Account Management approach to support their growth ambitions and unlock barriers to growth e.g. Drax, Legal and General Homes, Sain Gobain
- We will boost visitor, leisure and night-time economy by implementing the Selby District Visitor Economy Strategy and Action Plan



Our plan for 2018-20: To make Selby District a great place **to enjoy life**

We will achieve this by

- Having a local plan in place which will deliver more houses in the district – including affordable homes
- Creating the conditions for our residents to be healthier – for example there will be fewer smokers, more active residents taking exercise and a reduction in the number of obese children

Just some of the things we have achieved since 2015

- Built the first new council homes in the district for 25 years at Byram followed by further development of Council properties at Eggborough.
- Worked with Selby District Housing Trust to develop a site at Riccall. This follows the successful completion of award-winning homes at Tadcaster during the previous year.
- Successfully secured nearly £9 million of central government money to unlock development of Olympia Park for over 1000 homes and significant new business space
- Developed a Selby District Action Plan for the North Yorkshire Empty Homes Strategy which has already delivered 13 (as at Q3 2017-18) empty homes being re-occupied
- Opened the brand new £5.7m Summit Indoor Adventure in May 2016
- Supported a number of high profile sporting and other events in the district, including the Tour de Yorkshire, the Selby and Tadcaster sportive rides and a half marathon, Selby Arts Festival, Sherburn Food and Craft Festival and the new Selby Park Run
- Hosted the Selby Health Matters Conference held in partnership with North Yorkshire County Council Public Health colleagues attended by over 60 different partners and leading to the drafting of a new Selby District Health Action Plan.



We will focus on the following things in the next **two years**:

- We will take the new Site Allocations Local Plan through public examination to adoption by the end of 2019.
- We will deliver the new Housing Development Programme so that, by 2020 we will have delivered over 200 new affordable homes through council direct builds and in partnership with the Selby District Housing Trust
- We will work proactively with key landlords to unlock delivery of new housing development on key sites including :
 - Olympia Park
 - The former Rigid Paper site, and key sites in the Council's ownership such as Portholme Road
- We will deliver the Empty Homes Programme so that by 2020 we aim to have brought twenty more empty homes back into use for residents to live in.



Our plan for 2018-20: To make Selby District a great place **to make a difference**

We will achieve this by

- Increasing the numbers of residents and other stakeholders that we talk to about the things we are planning to do
- Involving more local residents in the delivery of services locally
- More local residents will be able to be online and confidently access online services

Just some of the things we have achieved since 2015

- Worked with Selby College Students' Union to create a new Youth Wellbeing fund to help students dealing with financial or emotional issues.
- Worked closely with residents of Staynor Hall on the need for and design of a new community centre on the estate.
- Delivered a successful Neighbourhood Plan referendum for Appleton Roebuck and Acaster Selby - resulting in the adoption of the first Neighbourhood Plan in the district.
- Worked with the County Council and others to develop new management teams - led by members of the community – to take over and Sherburn and Tadcaster libraries.
- Developed and launched a year-long 'Don't be a Waster' project to tackle key environmental issues we know are important to our residents.
- Supported the Digital Neighbour scheme which helped to give 'hard to reach' people support and access to online services.
- Supported the introduction of Community Hubs – run by local trusts - delivering local services support at Tadcaster and Sherburn.



We will focus on the following things in the next **two years**:

- We will work with customers to get a better understanding of what our customers want and need to improve the quality of the customer experience.
- We will update our community engagement model – including how we work with Community Engagement Forums – and develop data analysis and engagement to improve our understanding of community aspirations and needs to help us support communities to become more resilient and self-sufficient.



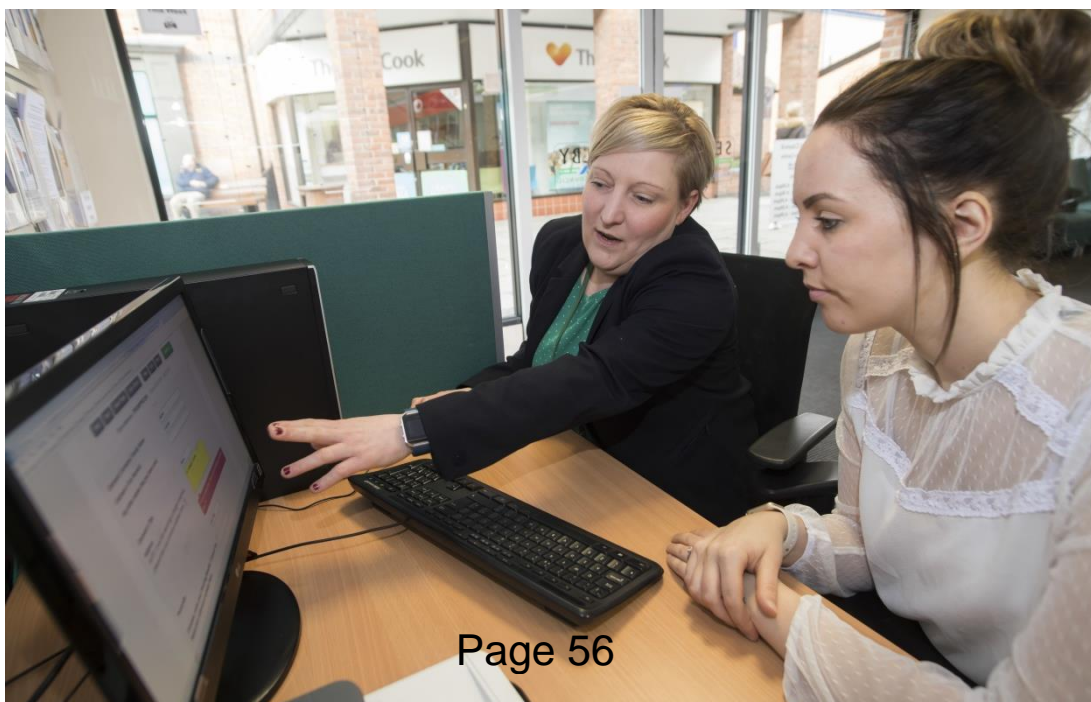
Our plan for 2018-20: To make Selby District a great place **by delivering great value**

We will achieve this by

- More services developed and delivered in partnership with others
- Services commissioned from others where it offers better value for money
- More effective communication with customers that help us to understand what matters and to listen and learn
- Increased income generated and a greater proportion of debt owed to us collected
- Delivering more services online

Just some of the things we have achieved since 2015 include:

- Developed a 'Better Together' partnership with North Yorkshire County Council to integrate some of our work to deliver savings and a better customer experience. To date, North Yorkshire County Council delivers a range of services on our behalf including: Finance, Legal, ICT and Emergency Planning – supporting savings and creating greater service resilience.
- Developed proposals to share our civic centre office with North Yorkshire Police in a move that will make best use of a public sector asset – work continues to make this possible.
- Launched a Selby Repairs and Maintenance Group – empowering tenants to help shape the Property Services team and how we deliver services by integrating them into the decision making process.
- Extended our environmental services contract with Amey Plc for a further seven years from 1 April 2017, helping us to deliver high quality services at value for money.
- Launched a new website – resulting in a 30% increase in website traffic and supporting a wider range of online activity such as the ability to pay for services online.
- Developed online forms for a range of Benefits & Taxation transactions along with a self-service benefits calculation tool.
- Launched our community messaging service and increased social media engagement levels increase by one third – on the back of award winning communications campaigns.
- Provided tablets and other touchscreen computers available for public use – for example in Community Hubs and the Contact Centre – along with other facilities such as self-scanning.



We will focus on the following things in the next **two years**:

- We will develop and implement a strategic approach to assets to ensure they enable our transformation goals and support the delivery of Council priorities. This will provide a framework to ensure our property assets are used for at least one of the following: support operational/service needs; act as an investment for financial return; enable regeneration/development; and/or as a community good (i.e. heritage assets).
- We will implement the delivery plan for our Digital Strategy 2020 – resulting in more robust ICT; more services delivered online; and a more flexible, technology enabled workforce.
- We will develop and implement the Council’s Organisational Development Strategy – including improvements to learning and development, strengthening internal communications and further improving performance management.
- We will deliver our Commissioning Framework and Sourcing Strategy, ensuring our commissioning priorities are aligned to delivering the Corporate Plan and options for service delivery, such as those around waste collection, deliver the best value for Selby District residents.
- We will review our ‘Better Together’ collaborations with North Yorkshire County Council and consider options for future joint working – ensuring the chosen option continues to deliver benefits; especially for our customers and residents.
- We will deliver the savings plan as set out in the Council’s Medium Term Financial Strategy.



Resourcing our plan

We are a financially healthy council and have made good progress in addressing the financial challenges from public sector austerity. Since 2010 we have delivered over £5m savings and estimate that we will need to save a further £1.5m by 2020. Plans are in place or are developing to achieve these savings and reserves are available to mitigate the assessed risk within these plans.

For 2018/19, our **net revenue budget** after contributions to/from reserves is **£18.4m**

We have earmarked over **£10m** resources as a result of the windfall from renewable energy business rates to support the priorities in the Corporate Plan, through our **'Programme for Growth'**.

In addition, estimated **capital expenditure** for 2018/19 is **£10.3m** which will cover a range of investments in our assets such as council owned homes and car parks.

More information on our financial plans is available at: <http://www.selby.gov.uk/council-22-february-2018>





Public Session

Report Reference Number: C/17/32

Agenda Item No: 13

| | |
|-------------------------|---|
| To: | Council |
| Date: | 24 April 2018 |
| Author: | Palbinder Mann, Leader of the Council |
| Lead Officer: | Gillian Marshall, Solicitor to the Council |
| Executive Member | Councillor Mark Crane, Leader of the Council |

Title: Community Governance Review – Thorpe Willoughby Parish Council

Summary:

Selby District Council received a request from Thorpe Willoughby Parish Council to amend the parish boundary to include the land up to the Selby Bypass. This can only be done through a Community Governance Review and following approval at Full Council on 12 December 2017, a review was undertaken into the request. Council is now asked to make a decision on the proposal.

Recommendations:

To consider the request from Thorpe Willoughby Parish Council to amend the Parish boundary.

Reasons for recommendation

To ensure Selby District Council complies with legislation.

1. Background

- 1.1 Selby District Council received a request from Thorpe Willoughby Parish Council to amend the parish boundary to include the land up to the Selby Bypass. Any amendments to parish boundaries can only be undertaken through a Community Governance Review. Under Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2017, the Council has to consider any requests for a review.
- 1.2 At its meeting on 12 December 2017, Council decide to commence a Community Governance Review to consider the request. A consultation exercise was commenced on 15 January 2018 and closed

on 9 March 2018. A further period of consultation was undertaken with the residents in the affected areas. An overview of the consultation responses and other issues affecting the review are outlined in this report.

2. Community Governance Review

2.1 A Community Governance Review is a review that can take place for the whole or part of the District area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes.
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes (the ordinary year of election, council size, the number of councillors to be elected to the council and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes.

2.2 The Local Government and Public Involvement in Health Act 2017 outlines the legal framework within which council must undertake these reviews.

2.3 The request from Thorpe Willoughby Parish Council is attached at Appendix A and a map demonstrating the affected area is attached at Appendix B.

2.4 In conducting the review, the Council has to consult local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account.

Consultation Responses

2.5 Following the agreement to proceed with a review by Council, a consultation on the proposed boundary change was carried out commencing on 15 January and closing on 9 March 2018. It was decided to consult the residents living in the area which would be affected by the possible boundary change. In total, six consultation responses were received and these are attached at Appendix C. The responses can be summarised as follows

| Respondent | Response |
|---------------------------------|--|
| Hambleton Parish Council | <ul style="list-style-type: none"> • Raised concerns over not being approached by Thorpe Willoughby Parish Council • Do not wish to be liable for any costs to do with the proposals |

| | |
|---------------------------------|--|
| | <ul style="list-style-type: none"> • All concerns of residents of Hambleton must be taken into account |
| Gateforth Parish Council | <ul style="list-style-type: none"> • Raise no objections to the proposal |
| Resident of Hambleton | <ul style="list-style-type: none"> • Reasons given for the review are misleading and insufficient to justify the expense. Hambleton and Thorpe Willoughby both maintain similar facilities and residents from each village use both facilities. There are also a number of facilities which are privately owned. • The increase in population would make little difference to the current facilities that Thorpe Willoughby Parish Council currently maintains. • Hambleton Burial Authority maintains a graveyard for the Hambleton parish residents only and there is no such graveyard in Thorpe Willoughby. The proposed boundary change would mean potential residents would lose the benefit of a local graveyard. If the application is allowed, it should be on the condition that Thorpe Willoughby Parish Council create their own burial authority and graveyard within Thorpe Willoughby. |
| Resident of Hambleton | <ul style="list-style-type: none"> • Previous requests to amend the boundary have been turned down by Hambleton Parish Council. No correspondence has been sent to Hambleton Parish Council by Thorpe Willoughby Parish Council notifying them of their intention to request a review. • There is no valid reason for the change to the boundary which predates 1797. No reasons have been supplied by Thorpe Willoughby Parish Council and the services and amenities referred to, are not administered by Thorpe Willoughby Parish Council but instead by private companies. • There is still a connection between the two villages via the A1238 and Fox Lane which residents and businesses use on a regular |

basis.

- Thorpe Willoughby Parish Council would gain additional precepts receipts from the current properties and from any new developments. Hambleton Parish Council would lose these precepts. Any new and current residents in the affected area would also the protected burial rights and burial costs available only to the residents of Hambleton along with other benefits that are available only to Hambleton residents.
- The area under review only contains a small number of dwellings which are some distance apart from the centre of Thorpe Willoughby. As Hambleton is a rural village, it is common to have outlying dwellings close to any part of its parish boundary and these residents receive the benefits enjoyed to those in the centre of the village. Using the proximity of these dwellings to those within the present Thorpe Willoughby area is not a strong enough reason to justify a boundary change.
- Hambleton Parish Council is able to facilitate the needs of the present residents and any future residents in the areas concerned. #
- No justification for the boundary line chosen.
- The full financial costs should be met by Thorpe Willoughby Parish Council.
- Wish to retain the current boundary line.

Residents in affected area

- Currently equal distances between Thorpe Willoughby and Hambleton and use the amenities in both areas. Cannot see any good reason to move this boundary.
- The only reason the move is proposed is because of possible financial implications and not to the benefit of residents.
- Developers are already putting a strain on

| | |
|---|--|
| | the facilities of Thorpe Willoughby, so moving the boundary to the bypass would eventually increase the strain and not improve it. |
| Thorpe Willoughby Sports Association | <ul style="list-style-type: none"> • Support the proposal to amend the parish boundary. Feel it is ludicrous that the land we lease, which is owned by Thorpe Willoughby Parish Council, is part of Hambleton Parish. • The centre of the village of Hambleton is around two miles away and we have no affinity whatsoever with Hambleton. • Hambleton Parish Council have not shown any interest in the playing fields or Sports Association in the past 10 years. |

Council Tax

Amending the boundary will result in land taken away from Hambleton Parish and Gateforth Parish. It would also result in residents living in the amended boundary areas paying a different rate of council tax to the rate they currently pay. As an example, the band D changes for 2018/19 for each area are as follows:

| | Gateforth | Hambleton | Thorpe Willoughby |
|---|-----------|-----------|-------------------|
| Parish Precept | £47.13 | £41.50 | £50.95 |
| Total Council Tax including County, Police and Fire | £1773.22 | £1767.59 | £1777.04 |

As Thorpe Willoughby has the higher charge, this would mean any affected residents in Hambleton and Gateforth pay a slightly higher council tax charge. From current analysis, there appears to be around 10 properties in total who would fall into Thorpe Willoughby as a result of the change from both areas.

Planning/Local Plan

The area requesting to be moved is also affected by current planning applications and designation in the Council's Local Plan as potential development sites as outlined in Appendix D. This has issues relating to future precept and Community Infrastructure Levy (CIL) funding. The current factors affect the area:

- Planning approval has been refused for an outline application for residential development for up to 68 dwellings with all matters reserved in the area noted as THRP-U.

- The areas THRP-U and THRP-N have failed the initial sift of site assessments by the Council due to them being considered to not be part of the settlement and are in the country side.
- A planning application has been submitted for the area noted as THRP-I with all matters reserved for a residential development following the demolition of the existing buildings within the site. A decision has not been made on this application.
- Planning approval has been granted for an outline application for the area noted as THRP-M with all matters reserved for a residential development however this application has been the recent subject of a planning appeal and the result of the appeal is yet to be confirmed.

A change of Parish may result in sites being counted against a different settlement in setting the base line for Plan Selby. Thorpe Willoughby and Hambleton are Designated Service Villages (DSVs). Gateforth is a secondary village. Thorpe Willoughby is identified as one of the most sustainable DSVs capable of accommodating growth and complementing the expected growth of Selby Town.

Hambleton Burial Authority

As a result of the consultation, it has been identified that Hambleton Burial Authority maintains a graveyard for the residents of Hambleton parish only and if any residents were to fall under Thorpe Willoughby as a result of the boundary change then may lose that right and would come under the Brayton Burial Authority. Following discussions with the Hambleton Burial Authority, it has been agreed that should the boundary change be approved, any residents currently living in the properties in the affected area would still maintain the right to purchase a plot in Hambleton cemetery. The Burial Authority has stated that this would only apply to current residents and not new residents who move into those properties. The Hambleton Burial Authority has provided provide a formal notice to the Council to that effect.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Implications

The Local Government and Public Involvement in Health Act 2017 outlines the legal framework within which council must undertake these reviews.

3.2 Financial Implications

These have been outlined in the report.

4. Background Documents

None

Appendices:

Appendix A – Request from Thorpe Willoughby Parish Council

Appendix B - Map of area requested to be moved and of Gateforth, Hambleton and Thorpe Willoughby Parishes.

Appendix C – Consultation responses.

Appendix D – Local Plan Sites

Contact Details:

Palbinder Mann

Democratic Services Manager

01757 292207

pmann@selby.gov.uk

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THORPE WILLOUGHBY PARISH COUNCIL

Clerk/RFO: Mr Steven M Peters
49 Dane Avenue
Thorpe Willoughby
Selby YO8 9NU
Tel: 01757 700970
Email: stevepeterstwpc@hotmail.co.uk



18 May 2017

Dear Sirs

Parish Boundary at Thorpe Willoughby

I write on behalf of Thorpe Willoughby Parish Council to request an extension of the parish boundary to include land up to the Selby Bypass.

The bypass is a natural barrier and in fact cuts off the road which originally connected Thorpe Willoughby with Hambleton.

Development of housing is proposed and some planning consent given for houses in this area of land. The CII and section 106 monies will go to other parishes as will the income from precepts, even though occupiers of these houses will expect to use Thorpe Willoughby's facilities, school, village green, doctors etc.

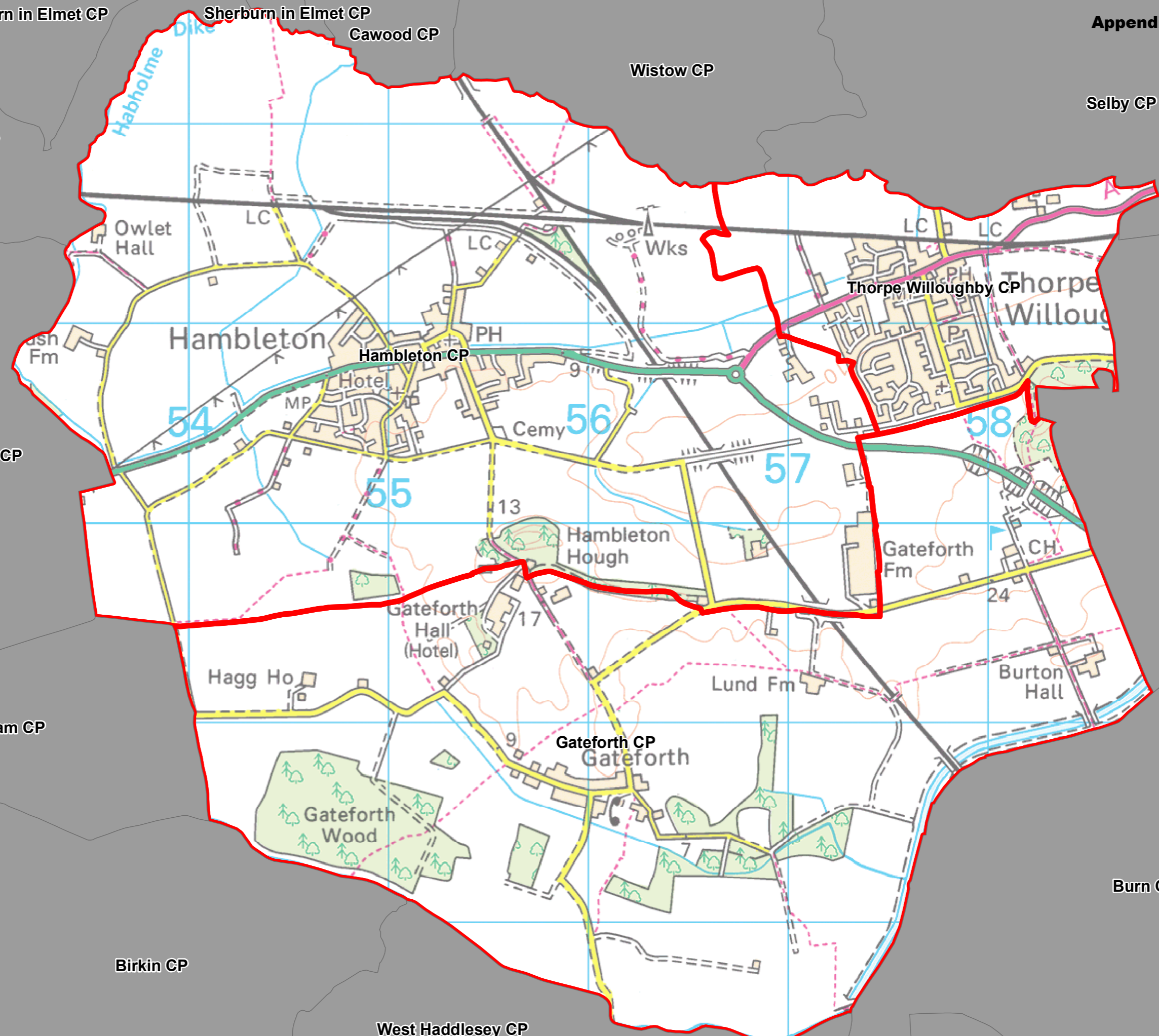
We understand that Hambleton is more receptive to this transfer than before and also request conversations with Gateforth about developments on their land.

Yours sincerely

A handwritten signature in cursive script, appearing to read "mteters".

Mr Steven M Peters
Clerk/RFO to Thorpe Willoughby Parish Council
Tel: (01757) 700970

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South Milford CP

Sherburn in Elmet CP

Sherburn in Elmet CP

Cawood CP

Wistow CP

Selby CP

Owlet Hall

LC

LC

LC

LC

Thorpe Willoughby CP

Thorpe Willoughby

ash Fm

Hambleton

Hambleton CP

PH

Hotel

Cemy

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57

58

Brayton CP

Monk Fryston CP

13

Hambleton Hough

Gateforth Fm

24

Gateforth Hall (Hotel)

17

Hagg Ho

Lund Fm

Burton Hall

Hillam CP

Gateforth CP

Gateforth

Gateforth Wood

Burn CP

Birkin CP

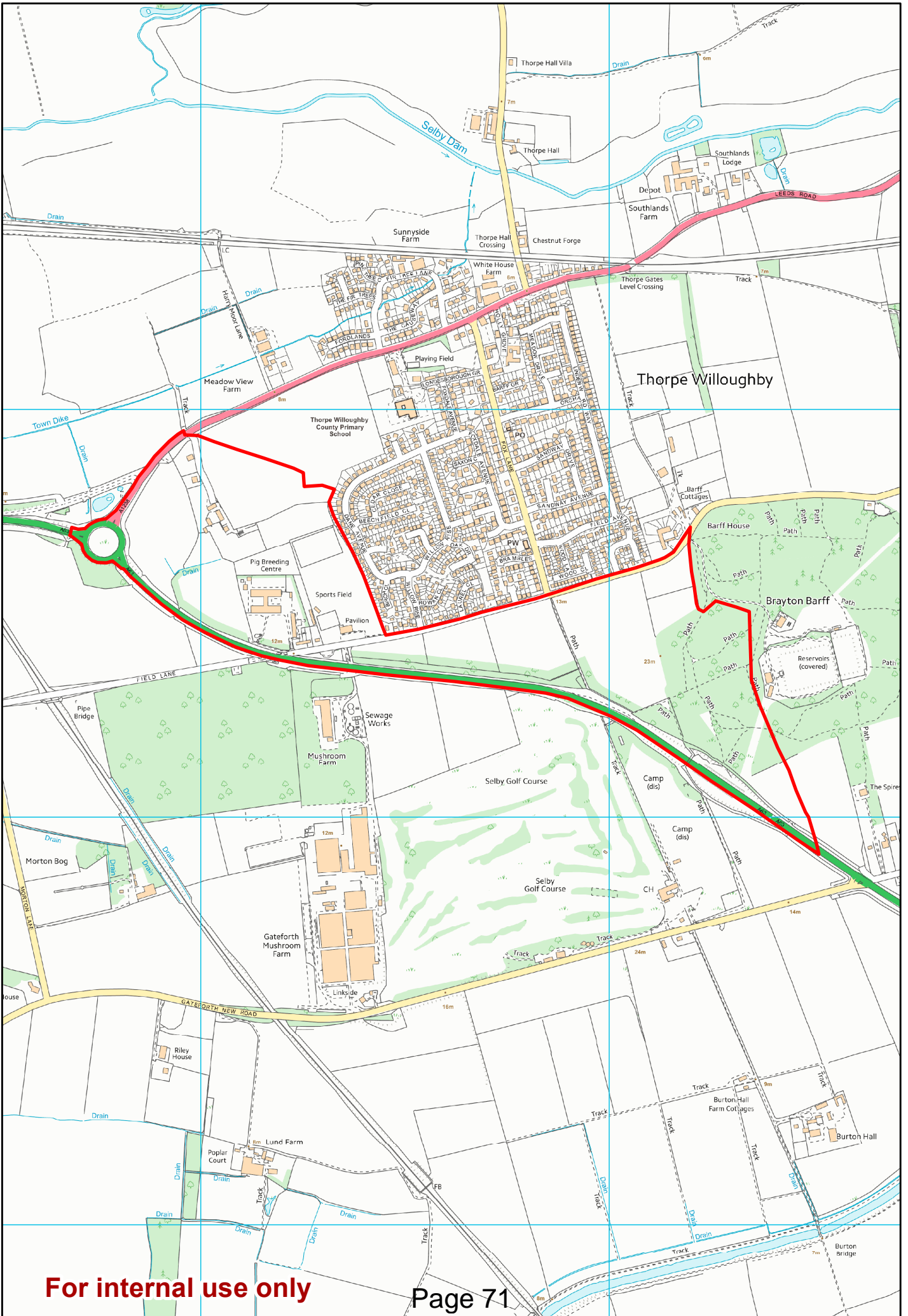
West Haddlesey CP

Chapel Haddlesey CP

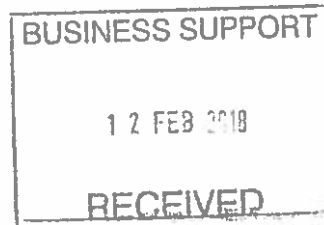
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9 February 2018
Democratic Services
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

Dear Sir,

Ref: Community Governance Review of Thorpe Willoughby Parish

I have the following comments to make on the proposed boundary review between Thorpe Willoughby and Hambleton Parishes.

1. Thorpe Willoughby Parish Council has attempted on several occasions over the years, since the Selby By-pass was built, to secure agreement between the Parishes for a boundary change from both Hambleton Parish Council and the residents within the area concerned. Hambleton Parish Council and the residents have turned down each informal approach. This new formal application to Selby District Council has been made without any prior written notification of its intention to request a a Community Governance Review from Thorpe Willoughby Parish Council to Hambleton Parish Council. Courtesy on the part of Thorpe Willoughby by informing Hambleton by letter, as they have done on previous informal occasions, would not have resulted in this application being viewed by Hambleton residents as an antagonistic bid to expand an already densely populated Parish that has already been built up to its boundary in this area.

2. The historic boundary between Hambleton and Thorpe Willoughby Parishes predates the 1797 Enclosure Act maps and there is no valid reason for this to change. Thorpe Willoughby's letter states that the Selby By-pass should now be considered as the boundary between the two Parishes but does not supply any valid reasons to substantiate such a change. The letter continues by stating that the residents within the area concerned benefit from services and amenities provided by Thorpe Willoughby but that their precepts are paid to Hambleton Parish, implying that the said services and amenities are provide by the Parish Council out of annual precept receipts. Most of the services and amenities mentioned are not within the remit of, or admininstered by, Thorpe Willoughby Parish Council. They are either privately run organisations and businesses or services provided by North Yorkshire County Council or the National Health Service via G.P. practices. The amenities provided by Thorpe Willoughby

Parish Council listed in the letter are the Village Green and the childrens' Play Area. Residents may or may not use these facilities or may use similar facilities in different parishes but a boundary is a fixed status and should not be changed simply because a new road has been constructed and one Parish Council believes the land at their side of the new road should then be taken into their Parish through a boundary change.

3. The letter also states that the road between Thorpe Willoughby and Hambleton is no longer accessible to motorised traffic between the two villages. Field Lane, as this road is known, may have stopped this type of traffic but it has not stopped the regular delivery of Hambleton's bi-monthly newsletter to the several dwellings via the A1238 and Fox Lane. Nor can the residents in this area have felt that the stopping up of the road was an issue as they have previously informed Thorpe Willoughby Parish Council they wish to remain within Hambleton Parish regardless. Walkers, dog walkers and cyclists regularly cross the Selby Bypass, at the designated crossing point to access the woodland areas and quiet country walks now made available and with the added bonus of not encountering speeding traffic along the carriage-way of Field Lane. Access to Hambleton by motorised transport is via Fox Lane and the A1238, which residents and businesses have been using regularly, without any problems.

4. The request letter states that Hambleton Parish Council are more amenable to a boundary review but I understand that no such amenability has been conveyed by letter, to Thorpe Willoughby Parish Council, to substantiate such a claim.

5. Should any review consider the gain or loss of benefits to each Parish then Thorpe Willoughby would gain additional precept receipts from the present dwellings within this location plus further additional precept receipts from the proposed development that is to be built adjacent to the present dwellings. Hambleton would lose these precepts receipts. The residents of any present or future dwellings within the area concerned would also lose the protected Burial Rights and Burial costs available only to the residents of Hambleton Parish and other benefits that are currently only available to Hambleton residents through organisations other than the Parish Council.

6. The area being considered for review contains, at present, only a small number of dwellings and these are some distance apart from the centre of Thorpe Willoughby. Those with direct access onto the A1238 have a large arable field that separates them from the new large Thorpe Willoughby estate that is built close to the Parish boundary and the dwellings on Field Lane have the Sports Club and Grounds separating them from the dwellings that are, again, built up to this section of the Thorpe Willoughby/Hambleton Parish boundary. As Hambleton is a rural village it is common to have outlying dwellings close to any part of its Parish boundary and these dwellings and their occupants receive the benefits enjoyed and entitled to on the same basis as those who live close to the centre of the village. Using the proximity of these dwellings to those within the present Thorpe Willoughby is not a strong enough reason to justify a boundary change.

7. The Terms of Reference advise that the District Councillor and County Councillor will be consulted on the review. Cllr. Chris Pearson is both the District Councillor and County Councillor for the Hambleton Parish. He is also a Thorpe Willoughby Parish Councillor who will have had some input at a Parish Council meeting into the discussion, decision and submission of the letter requesting a boundary review. He is also aware of the previous informal requests made by Thorpe Willoughby Parish Council and the position held by Hambleton Parish Council and residents on those occasions. Does his position, as a Thorpe Willoughby Parish Councillor place him in conflict with his position as the District and County Councillor for Hambleton Parish in trying to support both Parishes and Hambleton residents at the same time.

8. Hambleton Parish Council is well able to facilitate the parochial and democratic needs of the present residents and any potential future residents in the area concerned, as it does with all the outlying dwellings of the Parish, providing similar amenities, services and benefits as Thorpe Willoughby but also the other protected benefits only available to Hambleton residents.

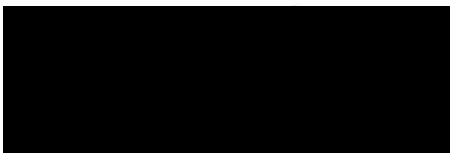
9. The Terms of Reference refer to a boundary up to the Selby By-pass but the area marked on the proposed boundary change map includes the A63 Roundabout and the full carriageway of the By-pass along to where the boundaries of Hambleton, Gateforth and Thorpe Willoughby would meet. How and why this line was chosen makes no sense and there is no justification in such a proposition other than to presume that at some time in the future the East Coast railway line could become the next target boundary for Thorpe Willoughby.

10. It is stated that there will be a financial cost incurred in carrying out a review and as this issue has not been agreed or initiated by Hambleton Parish then the full financial burden should be carried by Thorpe Willoughby, without prejudice to the outcome of a review carried out by Selby District Council.

In conclusion Hambleton Parish and the present and future residents in this location would not benefit from a boundary change, losing precept receipts for the Parish and protected amenity rights for the residents. Thorpe Willoughby, who have not supplied a list of any amenities these residents would gain over those of Hambleton, would gain present and future precept receipts. There is no justification in allowing boundary change based on just pecuniary interest by one party and the ease of movement of people between Parishes, which is all a re-alignment of this boundary would secure especially since the present boundary has been intact since before 1797.

I would be grateful if you would consider my comments and retain the historic boundary line between Thorpe Willoughby and Hambleton.

Yours faithfully



Gina Mulderrig

From: Hambleton Parish Council
Sent: 17 February 2018 16:14
To: Democratic Services
Cc: [REDACTED]

Subject: Community Governance Review: Thorpe Willoughby boundary change

Follow Up Flag: Follow up
Flag Status: Flagged

Hello there,

Hambleton Parish Council have the following observations on the

"Community Governance Review: Thorpe Willoughby - Request to amend parish boundary"

1. Hambleton Parish Council were never formally approached by Thorpe Willoughby Parish Council, and would have expected a letter of intent at least, before it being reported officially that 'Hambleton is more receptive than before'.
2. Hambleton PC will not be liable for any costs incurred by the process; the request was made by Thorpe Willoughby PC and is to their benefit alone.
3. Affected Hambleton residents must have their concerns taken into account, seriously considered and addressed before any decision is made.

Kind regards,

[REDACTED]
Hambleton Parish Council

Democratic Services
Selby District Council
Doncaster Road
Selby



Objection to application for boundary change: Thorpe Willoughby / Hambleton

I own properties in both villages.

1 Reasons given are misleading and insufficient to justify expense – which I presume will be funded by Thorpe Willoughby PC as they have requested the change. Thorpe PC is only responsible for the maintenance of the village green/play area/ green areas – the other facilities mentioned in the application are either private or NYCC. Hambleton PC maintains similar facilities to those in Thorpe ie play area and recreation/football field/Hough etc and there are in addition private and NYCC provisions. There is a lively interchange of residents between both villages using each other's assets due to proximity and ease of access. Neither village makes the other worse off.

2 The current number of residents in the area under review is small and unlikely to make any significant difference either way. There is potential for future housing, but this possible increase in population would make little difference to the current facilities that Thorpe PC already maintain and is not a valid reason for boundary change. Access to both Hambleton and Thorpe schools is a matter for NYCC – not the Parish Councils. Urban sprawl is not a reason for boundary change.

3 Hambleton Burial Authority provide and maintain a local graveyard for the benefit of past and present residents of Hambleton Parish only. There is no graveyard in Thorpe Willoughby whose residents are only able to use the facilities provided by Brayton which is several miles away and the opposite side of Thorpe Willoughby to the area of land under review.

Current and potential Hambleton residents are within walking distance of the graveyard making it sustainable. The suggested new boundary of the A63 bypass does not form a barrier between the villages, as is implied, as the land in question is linked to Hambleton by road and directly across the A63 to the graveyard by a bridleway for walkers. **The proposed boundary change would mean potential residents will lose the benefit of a local graveyard. It would particularly penalise the elderly who are the most likely group to need this provision and are the least mobile and need proximity for visiting.**

Therefore, if this application is allowed, it should only be on condition that Thorpe Willoughby create their own village burial authority and graveyard within the parish of Thorpe Willoughby. This would replace lost rights to a local graveyard, provide a new valuable asset for the village and put the potential extra income to good use.



Gina Mulderrig

From: Gateforth Parish Council
Sent: 05 March 2018 08:53
To: Democratic Services
Subject: COMMUNITY GOVERNANCE REVIEW - THORPE WILLOUGHBY PARISH COUNCIL

I refer to the Community Governance Review relating to a request from Thorpe Willoughby Parish Council to amend the parish boundary to include the land up to the Selby Bypass. This proposal has been considered by Gateforth Parish Council and I can advise that the Council does not wish to raise any objections to this proposal.



Gateforth Parish Council

From: 

Sent: 22 March 2018 12:56

To: Palbinder Mann

Subject: Community Governance Review of Thorpe Willoughby Parish

Dear Palbinder,

I am writing with regard to your letter dated 20th March 2018, which I received today 22nd March 2018.

I would like to know what, exactly, are going to be the benefits of having our boundary changed.

From looking back at my records up until 2015/2016 and 2016/2017 council tax bills we paid Thorpe Willoughby it is only in the last two years we have paid towards Hambleton, so does the Thorpe Willoughby Council now owe these payments to Hambleton?

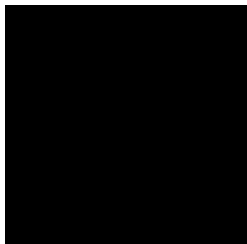
We are practically equal distance from Thorpe Willoughby and Hambleton, we can use the shops and public houses in both, we vote in Hambleton, and I cannot see any good reason to move this boundary.

I believe the reasons T/W parish council wish to move the boundary is because of the building which is likely to be passed on JSR land which falls into the Hambleton parish, is there a financial implication? if so the motive for the boundary move would be just that, and for no other reason, it would not benefit us, or the houses at the top of Field Lane.

Linden Homes and Miller Homes are already putting a strain on the facilities of Thorpe Willoughby, so moving the boundary to the bypass would eventually increase the strain, and not improve it.

I do not want the boundary to change, however, I am not sure my opinion matters much in this case.

Yours Faithfully,



From: [REDACTED]

Sent: 26 March 2018 11:04

To: Democratic Services

Subject: Thorpe Willoughby Parish Boundary

Dear Sirs,

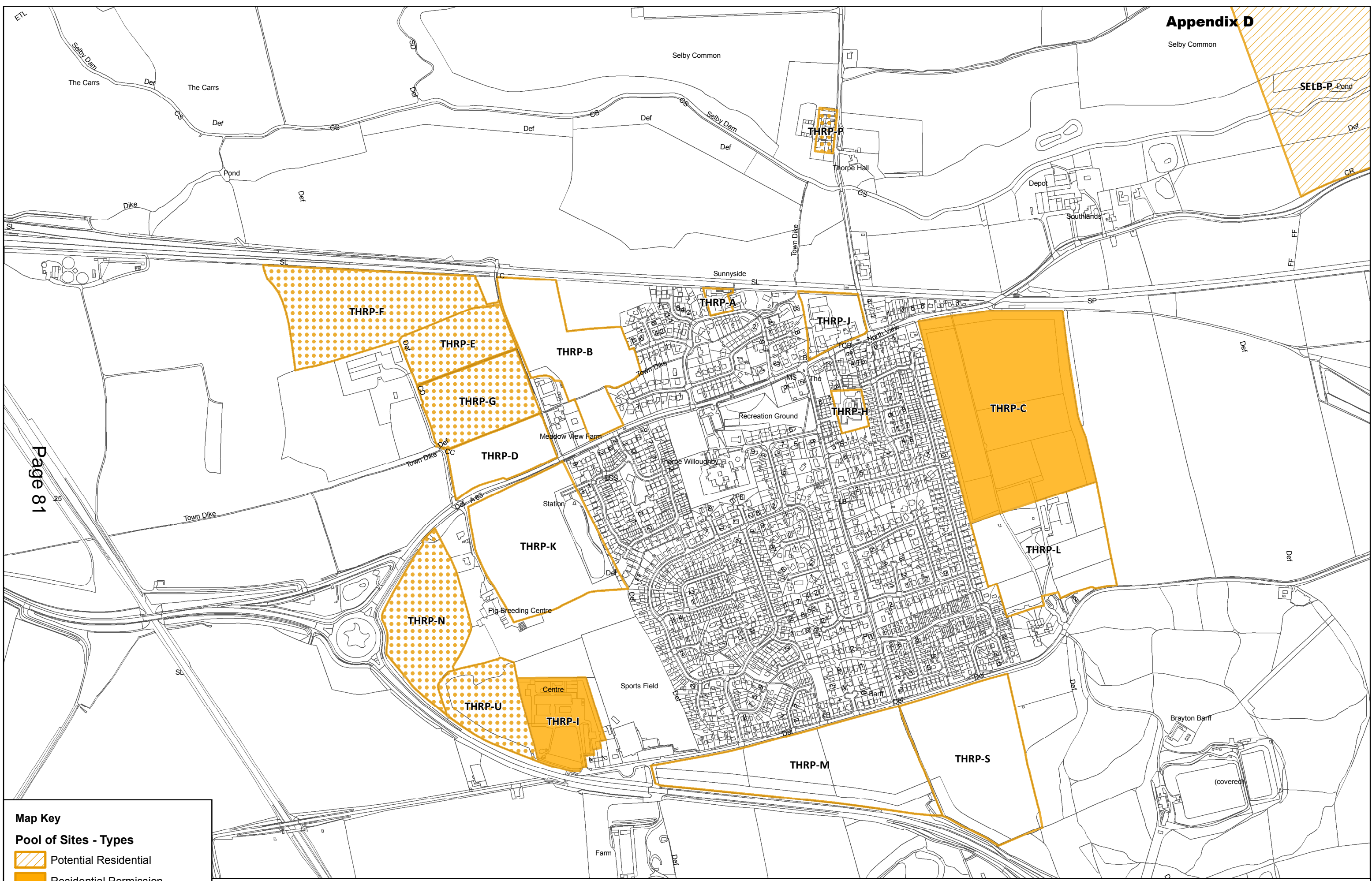
I write on behalf of Thorpe Willoughby Sports Association regarding the above.

We completely support the proposal to amend the parish boundary. We feel that it is ludicrous that the land which we lease, which is owned by Thorpe Willoughby Parish Council, is part of Hambleton Parish. The centre of the village of Hambleton is around two miles away and we have no affinity whatsoever with Hambleton. In fact Hambleton Parish Council have not shown any interest in the playing fields or Sports Association in the past 10 years that I've been closely associated with the facilities on Field Lane.

For your information we are not the only tenants of the playing fields at Field Lane. West Selby Miners Welfare Scheme hold a lease over the majority of the playing fields and may also have a view. Their Chair is [REDACTED] who can be reached at [REDACTED]






Regards,

[REDACTED]



Map Key

Pool of Sites - Types

-  Potential Residential
-  Residential Permission
-  Residential not required
-  Residential - Failed Initial Sift
-  Employment - Failed Initial Sift



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Public Session

Report Reference Number: C/17/33

Agenda Item No: 14

| | |
|------------------------|---|
| To: | Council |
| Date: | 24 April 2018 |
| Author: | Palbinder Mann, Democratic Services Manager |
| Lead Officer: | Gillian Marshall, Solicitor to the Council |
| Executive Lead: | Councillor Mark Crane, Leader of the Council |

Title: Community Governance Review – Kirk Smeaton Parish Council

Summary:

Selby District Council has received a request from Kirk Smeaton Parish Council to conduct a Community Governance Review. The request is to increase the number of Parish Councillors who serve on the Parish Council from five to seven. Under Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2017, the Council has to consider any requests for a review and make a decision with regard to proceeding to a review.

Recommendations:

- i) To proceed with a Community Governance Review as requested by Kirk Smeaton Parish Council.**
- ii) To agree the terms of reference as outlined at Appendix A including the timetable.**

Reasons for recommendation

The request from Kirk Smeaton Parish Council is a valid request for a Community Governance Review and the Council is legally required to consider any requests for a review.

1. The Report

1.1 A Community Governance Review is a review that can take place for the whole or part of the district area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;

- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes;

1.2 Under the Local Government and Public Involvement in Health Act 2017, a Community Governance Review can be requested in two ways. The first is through a request from the relevant Parish Council and this in turn must then be considered by the principal local authority. The second is through a public petition signed by the following number of electors in the relevant area:

- Area with fewer than 500 electors – at least 37.5% of the electors;
- Area with between 500 and 2,500 electors – at least 187 of the electors;
- Area with more than 2,500 electors – at least 7.5% of the electors.

Unlike a request, a petition will automatically trigger a Community Governance Review.

1.3 Kirk Smeaton Parish Council has submitted a request to increase the number of Parish Councillors who serve on the Parish Council from five to seven. The Local Government Act 1972 outlines that any Parish Council must have at least five Parish Councillors however no maximum number is prescribed. The current structure of Kirk Smeaton Parish Council is as follows:

| Number of Councillors | Ratio of Electors for each Councillor |
|------------------------------|--|
| 5 | 1:66 (330 electors) |

1.4 The National Association of Local Councils (NALC) has issued guidance which recommends the following number of Parish Councillors in relation to the electors of the parish:

| Electors | Number of Councillors |
|-----------------|------------------------------|
| Up to 900 | 7 |
| 1,400 | 8 |
| 2,000 | 9 |
| 2,700 | 10 |

1.5 The only way the number of Parish Councillors can be amended is via a Community Governance Review and the Council has to decide whether to agree to a review following the request. If a review is undertaken, it must have regard to the guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government and legislation as outlined in the Local Government and Public Involvement in Health Act 2017.

- 1.6 In undertaking a review, legislation requires the Council to consult local government electors for the area under review and any other person or body who appears to have an interest in the review and to take any representations received into account when making the final recommendations.
- 1.7 The Council has one year from the date of the request to complete a review to ensure it meets legislation. The request from Kirk Smeaton Parish Council was received on 1 March 2018.
- 1.8 A draft terms of reference including timetable is attached at Appendix A. The Council is asked to agree the terms of reference for the review.

2 Legal/Financial Controls and other Policy matters

2.1 Legal Issues

Under Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2017, the Council has to consider any requests for a Community Governance Review.

2.2 Financial Issues

There may be costs associated with consultation aspect of the review however these will be met within the Council's current budget.

3. Conclusion

- 3.1 The Council is asked to agree to proceed with the review.

5. Background Documents

Local Government and Public Involvement in Health Act 2007

Department for Communities and Local Government Guidance on Community Governance Reviews.

Contact Officer:

Palbinder Mann
Democratic Services Manager
pmann@selby.gov.uk
01757 292207 / pmann@selby.gov.uk

Appendices:

Appendix A – Terms of Reference for the Review

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Selby District Council

Community Governance Review of Kirk Smeaton Parish Council

Terms of Reference

Introduction

Selby District Council has received a request from Kirk Smeaton Parish Council to increase the number of Councillors who serve on the Parish Council from five to seven.

The Council will be carrying out a Community Governance Review in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The Council is also required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference.

What is a Community Governance Review?

A Community Governance Review is a review that can take place for the whole or part of the District area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes;

Why undertake this Community Governance Review?

The Council is undertaking this Community Governance Review in response to a request from Kirk Smeaton Parish Council to increase the number of Councillors who serve on the Parish Council from five to seven.

Purpose of the Review

In considering the request from the Parish Council, the District Council will ensure that the community governance arrangements in place for the Parish Council continue to reflect local identities and facilitate effective and convenient local government.

The Local Government Act 1972 provides that any Parish Council must have at least five Parish Councillors however no maximum number is prescribed. The current structure of Kirk Smeaton Parish Council is as follows:

| Number of Councillors | Ratio of Electors for each Councillor |
|------------------------------|--|
| 5 | 1:66 (330 electors) |

The National Association of Local Councils Circular 1126 recommends the following Council sizes:

| Electors | Number of Councillors |
|-----------------|------------------------------|
| Up to 900 | 7 |
| 1,400 | 8 |
| 2,000 | 9 |
| 2,700 | 10 |

Who will undertake the Review?

The District Council is responsible for conducting the review. Full Council will consider and approve the terms of reference and will consider the final recommendations following completion of the review process by Council Officers will develop. If the final recommendations are approve, the Council will be required to make a Community Governance Order to implement the decision.

Consultation

A full consultation process will form part of the review to take full account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account.

The Council will:

- Consult the Ward Councillor for the area.
- Consult the North Yorkshire County Councillor for the area.
- Welcome and take in account comments from any other person or body that wishes to make a representation.
- As required by section 79 of the Local Government and Public Involvement in Health Act 2007, the Council will notify North Yorkshire County Council that a review is to be undertaken, and will provide them with a copy of the terms of reference once agreed and consult them on the matters under review.

Information relating to the review will be available on the Council's website and responses to the consultation can also be emailed to democraticservices@selby.gov.uk. Documents regarding the review will be available from the Civic Centre, Doncaster Road, Selby, YO8 9FT.

Selby District Council welcomes all representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review Representations should be addressed to:

Democratic Services
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT.

Representations may also be sent by email to:

democraticservices@selby.gov.uk.

Or via the Council's website at www.selby.gov.uk

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website at www.selby.gov.uk, through general press releases, placing key documents at the Council officers and publication on local noticeboards.

Timetable for the review

A timetable for the review is outlined below. The Council will need a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

| Action | Date/Timescale |
|--|---|
| Draft Terms of Reference to be considered at Full Council | 24 April 2018 |
| Publish Terms of Reference | 25 April 2018 |
| Notify North Yorkshire County Council that a Community Governance Review is to be undertaken | 25 April 2018 |
| Development of Draft Consultation Document | May 2018 |
| Consultation exercise | 21 May 2018 to 13 July 2018 (8 weeks) |
| Deadline for submissions (8 weeks) | 13 July 2018 |
| Prepare draft report and recommendations to Full Council | July/August 2018 |
| Report and recommendations to be considered by Full Council | 18 September 2018 |
| If required: Organisation of Community Governance Order | Following Council decision on 18 September 2018 |

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Public Session

Report Reference Number: C/17/34

Agenda Item No: 15

| | |
|-------------------------|---|
| To: | Council |
| Date: | 24 April 2018 |
| Author: | Palbinder Mann, Leader of the Council |
| Lead Officer: | Gillian Marshall, Solicitor to the Council |
| Executive Member | Councillor Mark Crane, Leader of the Council |

Title: The Leader's Report to Council on the Discharge of Executive Functions

Summary:

Under the terms of the Constitution the Leader of Council must present a report to the Annual Meeting of Council regarding the way in which Executive functions are to be discharged in the forthcoming year.

The Leader may subsequently change the arrangements made in this report but on doing so must give written notice to the Chief Executive and to the person, body or committee concerned. The Chief Executive will then make arrangements to report the changes to the next ordinary meeting of Council.

This report sets out in year changes for 2017/18.

Recommendations:

To receive and note the Leader's Report to Council on the Changes to the discharge of Executive Functions.

Reasons for recommendation

To meet the obligations set out in the Executive Procedure Rules within the Council's constitution.

1. Background

On 16 May 2017 the Leader reported to Council setting out the names and portfolios of Councillors appointed to the Executive Committee.

Subsequently Councillor Richard Musgrave has resigned from the Executive.

2. Revised Composition of the Executive

- 2.1 The Leader subsequently notified the Chief Executive that he wished to appoint Councillor Chris Pearson to the Executive Committee with effect from 15 March 2018. Councillor Pearson is to take the same portfolio as that covered previously by Councillor Musgrave namely Housing, Leisure, Health and Culture
- 2.2 Councillor Pearson will have overall responsibility for public and private sector housing, leisure, culture and health as an integral part of making Selby a great place to live in accordance with the Corporate Plan.

The main duties and responsibilities attaching to the role remain -

- i. Lead political responsibility for public and private sector housing including representation of the Council in North Yorkshire and Leeds City Region housing strategies.
 - ii. To lead on the development promotion and delivery of policies and strategies in connection with Culture, Leisure and Sport, Tourism and events.
 - iii. To promote and develop effective partnership working arrangements with public, private and voluntary stakeholders to promote the District as a centre of cultural development and as an attractive tourist destination.
 - iv. Lead political responsibility for the development and delivery of policies and strategies in connection with the provision of effective and efficient environment services. This includes streetscene services, waste collection and disposal, parks and other public spaces, enforcement and environmental health.
 - v. Lead political responsibility for health including environmental health and licensing functions
- 2.3 All other matters relating to the discharge of functions remain the same as set out in the Leader's report to Council on 16 May 2017.

3. Legal/Financial Controls and other Policy matters

None arising from this report

4. Background Documents

None

Contact Details:

Palbinder Mann
Democratic Services Manager
01757 292207
pmann@selby.gov.uk

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