

## **POLICY COMMITTEE**

**Tuesday, 19<sup>th</sup> October 2021 at 6.30pm**  
**Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton**

**Committee Members:** The Chairman (Councillor Foster) and Councillors Barrett, Heseltine, Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Ogden, Place, Rose and Wheeler.

Substitutes: Conservatives – Councillors Handley, Moorby and Whitaker; Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green – Brown.

**Please note the following advice in advance of the meeting:**

The Government temporarily removed the legal requirement for local authorities to hold meetings in person during the Covid-19 pandemic. All local authorities were given new powers to enable meetings to take place virtually. The Council's powers to hold remote meetings expired on 7 May 2021.

Whilst the return to face to face meetings provides significant challenges, the Council has undertaken a great deal of work to ensure that face to face meetings are delivered in a COVID safe environment.

Due to social distancing measures, spaces for public attendance are limited and so registration is essential to secure a place.

Everyone who attends this meeting will be required to wear a face covering, unless exempt.

Council staff, elected members and members of the public are urged to take advantage of the national 'next step safely' campaign and access a free, rapid lateral flow test in advance of the meeting:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/> Please note that whilst this is advised, it is not a requirement for entry to the meeting.

Anyone displaying Covid-19 symptoms is asked not to attend.

For more information email [committees@cravencd.gov.uk](mailto:committees@cravencd.gov.uk)

# AGENDA

**Exclusion of the Public** – In accordance with the Council’s Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of item \$14 on the grounds that it is likely that if Members were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to the financial or business affairs of any person including the Authority holding that information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and substitutes** – To receive any apologies for absence and notification of substitutes.
2. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 14<sup>th</sup> September 2021.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Declarations should be in the form of: a “**disclosable pecuniary interest**” under Appendix A to the Council’s Code of Conduct, or “**other interests**” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Revenue Budget Monitoring Report - Quarter 1 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 1 review of income and expenditure to the end of June 2021.

6. **Capital Programme Report - Quarter 1 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council’s capital programme position based on the quarter 1 review of income and expenditure to the end of June 2021.

7. **Performance Monitoring Update – Quarter 1 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present performance highlights for quarter 1 of the financial year 2021/22 in accordance with arrangements set out in the Council’s Performance Management Framework.

8. **Parking Services Strategy Refresh** – Report of the CIO and Head of Assets and Commercial Services. Attached.

Purpose of Report – To set out a revised parking strategy covering the period 2021 – 2026 to reflect both recent changes to the economic climate and recent changes to service

delivery, as well as looking forward in anticipation of changes to the transport industry and trends.

- 9. Report on Reviewing the Local Information Requirements for Planning Applications –** Report of the Planning Improvement Lead. Attached.

Purpose of Report – This reports sets out the minimum national and local information required for a planning application to be valid, recommends a review of the local list of requirements and sets out the arrangements for a consultation process.

- 10. Planning Decision Making Procedures –** Report of the Planning Improvement Lead. Attached.

Purpose of Report – This report seeks to establish a member sounding board to advise officers on the changes to decision making procedures as part of a package of measures required to address under performance in the Councils Planning Service.

- 11. Waste Education Programme –** Report of the Director of Services. Attached.

Purpose of Report – To present a proposed Waste Education Programme for the Craven District.

- 12. Revised Craven Statement of Community Involvement (SCI) for Planning –** Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To present a draft updated Statement of Community Involvement (SCI) for Planning.

- 13. Conservation Area Appraisals –** Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To set out to members the proposal to finalise the draft Conservation Area Appraisals and seek the resources to deliver the project before May 2022.

#### **Item not for publication**

- \$14 – Local Growth Deal: Highway Improvements – Engine Shed Lane Link Road –** Report of the Director of Services and Strategic Manager for Planning and Regeneration. Report to follow.

Purpose of Report – To update Members on the current position with regard to the delivery of works to upgrade Engine Shed Lane/Ings Lane and seek approval for the proposed amendment to the original delivery plan.

- 15. Items for Confirmation –** The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.

- 16. Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

- 17. Date and Time of Next Meeting –** Tuesday, 30<sup>th</sup> November 2021.

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11 October 2021

## **POLICY COMMITTEE**

14 September 2021

**Present** – The Chairman, Councillor Foster and Councillors Barrett, Heseltine, Ireton, Lis, Metcalfe, Morrell, Mulligan, Myers, Noland, Ogden, Place and Rose.

**Officers** – Chief Executive, Director of Services, Chief Finance Officer (S.151 Officer), Solicitor to the Council and Monitoring Officer, Strategic Manager for Planning and Regeneration, Exchequer and Performance Manager, Communications Officer and Senior Democratic Services Officer.

**Apologies for Absence and Substitutes** – Apologies for absence were received from Councillors Madeley and Wheeler.

### **Confirmation of Minutes –**

**Resolved** – The minutes of the Policy Committee meeting held on 22<sup>nd</sup> June 2021 were confirmed as a correct record.

### **Declarations of Interest –**

There were no declarations of interest.

**Start:** 6.33pm

**Finish:** 7.49pm

### **Minutes for Report**

POL.1143

### **PUBLIC PARTICIPATION**

Mr Charles Dobson from the Skipton Refugee Support Group addressed the Committee on a report before it that evening recommending that the Council take part in the Government's Afghan Resettlement and Assistance Scheme. Mr Dobson spoke in support of the proposal for the Council to participate in the Afghan resettlement scheme. Members of their support group had acted as "befrienders" to the Syrian families living in Skipton under the previous resettlement scheme and were more than ready to play their part in supporting any Afghan families that were allocated to Craven. The Chairman thanked the Skipton Refugee Support Group for the support they had given to refugees in Craven and welcome their offer towards Afghan refugees.

Councillor David Painter a Skipton Town Councillor addressed the Committee regarding fly tipping in Skipton as he felt the Council were not doing enough to tackle the issue or reply to correspondence.

On the same issue, Councillor Winston Feather, another Skipton Town Councillor agreed with Councillor David Painter's comments that fly tipping in Skipton was not being satisfactorily dealt with. A member of the public, Mr Robert Owens also addressed the Committee and stated that the Council was reactive rather than proactive.

In response, the Chairman apologised if any correspondence had gone unanswered and he suggested a meeting between the Town Council and Craven District Council would be a positive step forward. The Lead Member for Greener Craven, Councillor Carl Lis commented that the Waste Management Service had received a number of compliments about the cleanliness of the area so he was surprised with Councillor Painter's comments. He stated that a waste education programme was being developed and this would be considered by this Committee very soon as he felt educating the public was an important way forward in stopping fly tipping.

The Vice-Chairman, Councillor Simon Myers helpfully suggested that the Town Councillors pursue the problem with those District Councillors who represented Skipton as it was a matter for them rather than the Policy Committee.

POL.1144

**PERFORMANCE MONITORING UPDATE – QUARTER 4  
2020/21**

The Chief Finance Officer submitted a report presenting performance highlights for quarter 4 of the financial year 2020/21 in accordance with arrangements set out in the Council's Performance Management Framework. Members were informed of progress and details of current performance against the Council Plan and priority indicators.

Despite continuing challenges resulting from the pandemic response and the planning for the forthcoming local government reorganisation, the majority of Council Plan actions were progressing as planned. Services returned updates for 19 actions; 12 of those actions were progressing as planned and 1 action had not started. The remainder of actions were rated 'amber' and details were set out in the Chief Finance Officer's report.

**Resolved** – That, the performance highlights described in the report now submitted, are noted.

POL.1145

**WOODLAND CREATION IN CRAVEN – 2018 to 2050**

The Director of Services presented a report regarding the challenges of woodland creation in Craven and sought Members approval to agree a target for tree canopy coverage in Craven up to 2050 for consultation purposes.

The planting of trees and new woodland was an essential component in achieving climate emergency targets as well as helping flood prevention, capture carbon from the atmosphere and create robust, diverse habitats. Currently Craven only had woodland coverage of 5.4% and this compared poorly to the England average of 12% and the UK average of 13%.

The White Rose Forest Partnership covered all of West and North Yorkshire and, as a member, Craven was working with several initiatives that aimed to increase tree coverage. The report highlighted what had been achieved in Craven so far but significant tree and woodland planting was still required for tree cover to be increased from 5.4% to 19% equating to 32 million trees. This would be a huge undertaking given the need to find sufficient land, resources and capacity.

It was, therefore, proposed that the ambition for Craven should be to achieve a tree cover of 13% or an extra 17.9 million trees by 2050.

There would be an initial consultation meeting with stakeholders from the environmental sector and the arboriculture industry to better understand both the scale of ambition and the capacity to deliver large scale woodland planting. This would then be followed by four weeks of public consultation. In discussing the consultation process, it was mentioned that much of the land in Craven was tenanted and they should be consulted as well as the landowners.

**Resolved** – (1) That, an ambition for new woodland creation of 8,929 hectares by 2050 is approved.

(2) That, a target of 3,074 hectares of new woodland by 2030 is approved.

(3) That, a consultation meeting with stakeholders followed by four weeks' public consultation to inform the final tree canopy target is approved.

(4) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for the Environment to agree the final target.

POL.1146

**AFGHAN RESETTLEMENT AND ASSISTANCE POLICY  
SCHEME**

The Director of Services submitted a report informing Members of the current position with regard to the resettlement of Afghan nationals in North Yorkshire. Approval was also sought for Craven District

Council to take part in the Government's Afghan Resettlement and Assistance Policy Scheme (ARAP), thereafter called 'the scheme'.

The scheme supported current and former Afghan locally employed staff (LES) who had worked for the British Armed Forces and provided appropriate support that honoured their service and reflected their work and risks involved. The UK Government pledged to resettle around 3,000 Afghan LES and their families by the end of September 2021.

Migration Yorkshire had proposed that participating local authorities in the Yorkshire and Humber region adopted the 'fair share' approach based upon population levels. This equated to about 40 people for North Yorkshire. Selby, Hambleton and Harrogate had already resettled 42 people (8 households) in the last few weeks. Due to the deteriorating situation in Afghanistan the UK Government to increase resettlement numbers meaning North Yorkshire's share would be around 100.

To avoid isolation and enable better targeting of resources, the preference was for new arrivals to be resettled in the three council areas mentioned above, however, a private landlord in Craven had offered a six bedroomed house in Skipton which was the Council's preferred location for reasons identified in the report. That size of house was very sought after by the Home Office so larger families could be accommodated hence North Yorkshire County Council had agreed to the resettlement of families in Craven with the stipulation that the property could be secured and that the Council housed at least one other household to prevent isolation.

In the event that private sector accommodation could not be secured, Craven would have to approach its registered provider partners who have indicated their support. This could require the allocation of properties outside existing nomination agreements and Members were asked to give delegated authority to the Director of Services to vary any agreements as necessary. The scheme was wholly grant funded by the Government although should the housing element of Universal Credit not cover the full rental costs, the Council need to provide rent top up from its Discretionary Housing Payment Fund.

**Resolved** – (1) That, support for the Afghan resettlement scheme is approved.

(2) That, the Council's commitment to this scheme shall be a minimum of 15 people (approximately 2/3 households).

(3) That, delegated authority is given to the Chief Executive to enter into a partnership agreement with North Yorkshire County Council and Migration Yorkshire concerning this scheme.

(4) That, delegated authority is given to the Director of Services to vary existing nomination agreements with registered providers to enable the allocation of social housing to the Afghan LES.

(5) That, delegated authority is given to the Director of Services to apply to the Afghan LES Housing Costs Fund.

(6) That, in the event of any shortfall in rent, payment will be made from the Council's Discretionary Housing Payment Fund.

### **Minutes for Decision**

POL.1147

### **OUTTURN REVENUE BUDGET MONITORING REPORT** **- QUARTER 4 2020/21**

The Chief Finance Officer (S.151 Officer) submitted a report advising Members of the revenue budget position of the Council, based on the quarter 4 review of income and expenditure to the end of March 2021. The Council's financial position had continued to be affected by the impacts of the Covid-19 pandemic. Major income streams such as car parking and leisure had been affected by facility

closure and would continue to be affected as activity recovers but not to the income levels that were assumed when the budget was approved. However, the Government's Sales, Fees and Charges Compensation Scheme had enabled the Council to claim £1,875k to support the losses of income over the 2020/21 financial year.

The general fund reserve balance stood at £995k and it was possible that support from general balances may be required in the current year or over the medium term as part of the response to current financial pressures.

The Council had £6,720k in earmarked reserves as at 1<sup>st</sup> April 2020 and at the end of quarter 4, £176k of savings had been confirmed as achieved as per the definitions of the Income and Savings Plan. However, in relation to income generation, commercial waste was likely to be impacted as a consequence of measures in response to Covid-19 and were being carefully monitored.

The Chief Finance Officer would determine how in-year variances were treated, the latest forecast showed an increased in-year deficit, but that should be addressed when the latest tranche of Government support for lost income was confirmed, though it was still likely that reserves may be needed to support the Council's finances both in this financial year and indeed, in future years.

During the ensuing debate, Members thanked all officers for their efforts in what had been a challenging year for public services.

**RECOMMENDED** – (1) That, the outturn revenue budget monitoring position as at 31<sup>st</sup> March 2021 is noted.

(2) That, the latest position of the savings achieved this quarter and identified as green in Appendix B to the report now submitted is noted and that these savings will be transferred to an earmarked reserve for support to the 2021/22 budget and beyond.

(3) That, a revenue budget of £27,191 is carried forward for completion of revenue commitments in 2021/22 as identified in Appendix D to the report now submitted, is confirmed.

(4) That, the transfer of the balance of the revenue budget surplus to earmarked reserves is approved and that the allocations are delegated to the Chief Finance Officer (S.151 Officer).

POL.1148

**CAPITAL PROGRAMME OUTTURN REPORT –  
2020/2021**

The Chief Finance Officer submitted a report informing Members of the outturn position of the Council's capital programme for 2020/21 and the sources of funding.

The 2020/21 capital programme of £4,495k approved in February 2020 was further enhanced by the inclusion of £5,036k of slippage from the 2019/20 programme as well as some significant additions namely the redevelopment of the Council's depot and the works on the Engine Shed Lane link road, giving a revised programme of £15,443k.

At 30<sup>th</sup> March, the outturn spend on the 2020/21 programme was £9,166k and the report summarised the programme and provided an update on the status of various projects. Due to continued reliance on capital receipts and the Council's reserves to fund expenditure over the medium and long term, it was agreed that 2021/22 projects would be reviewed by the Corporate Leadership Team.

Resources to fund the capital programme and a forecast of future receipts and programme costs were set out in the report now submitted.

**RECOMMENDED** – (1) That, the outturn position of the 2020/21 capital programme and how the programme has been financed is noted.

(2) That, £9,380,371 is carried forward for the continuation of the 2020/21 projects in 2021/22.

POL.1149

### **REVIEW OF COUNCIL PRIORITY ACTIONS**

The Chief Executive submitted a report presenting an analysis of a review of all Council priority actions, including actions in the Council Plan, major projects and the Climate Emergency Strategic Plan, in respect of Local Government Reorganisation (LGR).

The reorganisation of local government in North Yorkshire would create a single unitary authority across the county effective from April 2023 and this would impact on the Council's ability to deliver on its Council Plan priorities.

The Chief Executive's report described areas where activity was unlikely to be completed before the date of transfer of responsibilities, suggested actions related to that activity and the overall impact on the Council's ability to deliver on its activity as a result.

The Council would not deliver the following Council Plan priority actions but they would be marked as a priority for inclusion in the corporate plan of the new authority:

- delivering schemes through the Joint Venture Company;
- using Council assets to build 25 homes per annum (2022/23); and
- the creation of new employment sites in Bentham, Ingleton and Settle (Anley Crag)

Priorities listed as either at 'significant risk' or 'at risk' were identified in the report along with 8 major projects that would not be completed by April 2023 and should be reviewed for inclusion in the service plan of the new authority as should a range of actions relating to the Climate Emergency Strategic Plan.

The Chief Executive stated that the Council had to be realistic as to what could be achieved before the new authority came into being and acknowledged further cuts to the Council's priorities may be required and that a further report(s) would be submitted to the Policy Committee as necessary.

**RECOMMENDED** – (1) That, the analysis of priority actions is noted.

(2) That, the increased risk to delivery during the period of Local Government Reorganisation is noted.

(3) That, the changes to the Council's priorities as described in the report now submitted are approved.

**Any other items** – There were no late items of business to consider.

**Date and Time of Next Meeting** – Tuesday, 19 October 2021 at 6.30pm.

Chairman



## Policy Committee – 19<sup>th</sup> October 2021



### REVENUE BUDGET MONITORING REPORT - QUARTER 1 (2021/2022)

Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 1 review of income and expenditure to the end of June 2021.

#### 2. Recommendations That members note the following;

- 2.1 the revenue budget monitoring position as at 30<sup>th</sup> June 2021.
- 2.2 the latest savings position (as outlined in Appendix B).
- 2.3 the continued uncertainty that the ongoing Pandemic has on the council, its operations and financial projections.
- 2.4 and support the comments about the potential operation of a Business Rates Pool for the 2022/23 financial year.

#### 3. Report

- 3.1 On 2<sup>nd</sup> February 2021 the Council approved its Net Revenue Budget at £7,132,749 for 2021/22. This was subsequently increased by 2020/21 revenue budget slippage of £27,191 (that was approved at the last meeting of this committee) giving a revised Net Revenue Budget £7,159,940.

#### 3.2 Quarter 1 Financial Performance – Revenue Budget

The Council's financial position continues to be affected by the impacts of the Covid-19 pandemic. Some of the major income streams (such as car parking and leisure – that were significantly affected last financial year) appear to be recovering in quarter 1, however it will continue to take some time for them to recover further and this will require close monitoring throughout the year. Previous decisions made by the Policy Committee have given the council more flexibility to deal with these issues during this financial year re: the carry forward of some government COVID support grant.

Based on the June budget monitoring exercise, the Council's performance against budget is a forecasted underspend of £107k for the full financial year. This figure is however heavily caveated with the fact that the council is still operating in very uncertain times – the Pandemic continues to provide many challenges and the council also needs to assess the potential implications of the recent decision by central government re: local government restructure in North Yorkshire.

The forecast underspend is all within the Net Cost of Services – the corporate costs have not yet been updated - this will be done as part of the Q2 monitoring report.

The forecasts at Q1 also does not include any estimate of government support for lost income for the first three months of 2021/22. It is anticipated that the SFC support scheme will provide some additional income support for this quarter, and appropriate figures will be included in future monitoring reports when the position becomes clearer.

The latest monitoring position is set out as Appendix 1, reported by service.

The collection of income from Business Rates and Council Tax will also need to be regularly monitored during the rest of the financial year.

### 3.3 Service Related Costs

Services are currently showing a projected net variance of £107k. Details of the variances are set out in Appendices A. As well as the themes set out above, significant service variances are set out below.

3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 39% of Budgeted Revenue Expenditure. First quarter performance shows net overspends in staffing costs of £10k. This consists of salary cost underspends of £88k being offset by spending on Agency staff of £98k.

3.5 The Council aims to minimise the use of agency staff, but it is sometimes unavoidable to ensure services are delivered. The amount spent on agency staff is 25% less compared to the same period last year.

3.6 Some staffing savings have been achieved through the successful application of the Modern Apprentice scheme throughout the council.

### 3.7 Environmental Services and Housing: (Appendix A)

- Across Waste management there has been an increased amount of overtime for staff as a result of measures taken to allow the service to continue while adhering to social distancing guidelines.
- Trade Waste income which was significantly reduced due to the postponement of levying charges for collection and disposal within the first few months of 20/21, has recovered well in 21/22 and it is assumed the target will be achieved in year.
- Garden Waste Income is forecasting ahead of target for 21/22.

### 3.8 Leisure Services: (Appendix A)

Excluding those that are employee related, the following sets out the significant variances;

- The Leisure Centre is forecasting reductions in the utility costs for the year. This will be updated more accurately after Q2.
- The Revivie Café is also forecasting a slight reduction in income, but this will be updated after Q2 and the summer months.

### 3.9 Assets and Commercial Services: (Appendix A)

- Salary costs in the Service Unit is forecasting £45k higher than budgeted due to an estimation of salary levels.
- The Car Parking income is currently forecasting to achieve target.

### 3.10 Planning and Building Control Services: (Appendix A)

Salary costs in the Service Unit is forecasting £129k than budgeted due to investment in additional external service support to improve performance in the Planning Service.

### 3.11 Corporate

At the end of the Quarter 1 the Corporate Costs (outside the Net Cost of Service) are currently being shown as originally budgeted. These will be updated for the Quarter 2 monitoring report.

### 3.12 Projected financial performance at the end of Q1 is summarised in Appendix A

### 3.13 Income & Savings Plan

As at the end of Quarter 1, there has been no update to the income and savings plan items. However, it is assumed that the Green Savings from 20/21 will be carried forward and equal £68k. Amber savings originally estimated for 21/22 is £209k. This will be updated at the Q2 report. However, members will see by reference to Appendix A and B that a considerable number of the favourable forecast budget variances highlights the progress that is being made on a number of these items as we move forward into the budget process.

### 3.14 Main Risk Areas

The 2021/22 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings targets that have been built into the budget. Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2021/22 budget. At Q1, income from fees and charges is forecast to be 13.7% (£406k) down on the budgeted levels. However, government support is anticipated to help the council to manage some of the the losses – and will be reflected in future monitoring reports.

Funding income from taxes and rates is also likely to suffer but the impacts are less clear currently.

Council Tax collection is, so far, remaining close to budgeted rates but there is a steady growth in Council Tax Support eligibility and this is a cost that is funded locally.

- 3.15 Budget monitoring clinics are held throughout the year.
- 3.16 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 3.17 As part of the monitoring of income streams members have previously requested more detailed analysis of Car Parking Income. This information has been provided to members as a background document.

3.18 Business Rates:

The Council is not part of any pooling arrangements for 21/22. There was significant analysis conducted by all NY Councils and based on the analysis it was decided that the risks of pooling next year outweighed any potential rewards. Although there has been no pooling arrangements in the current financial year, work is currently underway looking at whether it would be financially advantageous to have a pooling arrangement for North Yorkshire for the 2022/23 financial year. To keep this option open, a joint application will have to be made to the Government during October which if successful (and the numbers stack up) would result in a pooling arrangement being re-created for next year. If this does take place, in reality any additional financial resources that result will not accrue until the new unitary council is in existence. To keep this option open, the councils that were part of the previous pooling arrangements have agreed a Memorandum of Understanding on the same basis as was in place previously.

- 3.19 The Council estimated that it would receive £2,253k from Business Rates in 2021/22. As highlighted in previous paragraphs, collection and growth expectations this year will be impacted on by the recovering economy and businesses.
- 3.20 The Business Rates Contingency Reserve had a balance of £1,132k as at 1<sup>st</sup> April 2021. This provides the council with some protection as a contingency for variances to be funded in the current year, if required.
- 3.21 Financial Position
- 3.22 As reported to the last meeting of this committee, The Council continued to hold a General Fund unallocated balance of £995k at 1 April 2021. It is possible that support from general balances may be required over the medium term as part of the response to current financial pressures – this will become clearer as we move into the 2022/23 budget process. Clearly, the implications of local government re-organisation in North Yorkshire will also need to be carefully considered for 2021/22 and 2022/23.
- 3.23 It remains the Council's policy is to maintain the General Fund Balance at a prudent level.

- 3.24 As agreed by Policy Committee in September, the council's earmarked reserves are being reviewed as part of the final accounts / closedown process for 2020/21. An update on this will be provided as part of a future monitoring report, once final accounts process is complete.

#### **4. Financial and Value for Money Implications**

- 4.1 All financial implications are contained in the body of the report.

#### **5. Legal implications**

- 5.1 S151 of the Local Government Act 1972 requires that the council makes adequate arrangements of the administration of its financial affairs. The Council set a balanced budget for 2021/22, and is required to annually.

#### **6. Contribution to Council Priorities**

- 6.1 The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

#### **7. Risk Management**

- 7.1 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to continue to develop / revise its plans to ensure that it continues to have a sustainable MTFP.

#### **7.2 Chief Finance Officer (s151 Officer) Statement**

No additional comments to those already included within the report.

#### **7.3 Monitoring Officer Statement**

The Council is required under section 151, Local Government Act 1972 to make arrangements for the proper administration of its financial affairs.

#### **8. Equality Impact Assessment**

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

**9. Consultations with Others**

9.1 None

**10. Access to Information : Background Documents**

10.1 Car Parking Income Analysis  
Agency Staff Expenditure Analysis

**11. Appendices**

Appendix A – Revenue Budget – by Service Department  
Appendix B – Green and Amber items on the Income & Savings plan

**12. Author of the Report**

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*Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.*

Craven District Council

Summary By Service - Net Cost of Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22				
Actual	Net Cost of Services	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(11,816)	Licensing Services	(36,585)	0	(36,585)	(35,341)	1,244
682,070	Environmental Health & Housing Services	770,162	0	770,162	781,164	11,002
1,780,907	Waste Management Services	1,438,222	77,414	1,515,636	1,475,133	(40,504)
(776,447)	Bereavement Services	(488,393)	0	(488,393)	(488,398)	(4)
21,117	Planning & Building Control Services	362,235	0	362,235	491,631	129,396
682,506	Economic Development	407,655	0	407,655	348,162	(59,493)
274,977	Cultural Services (incl. Museum & Town Hall)	178,362	22,590	200,952	250,476	49,524
182,568	Leisure Services	30,770	0	30,770	14,639	(16,130)
(147,357)	Assets & Commercial Services	(355,505)	0	(355,505)	(296,487)	59,018
160,047	Legal Services	129,374	0	129,374	103,849	(25,525)
285,118	Member Services	305,057	0	305,057	302,836	(2,221)
152,468	Election Services	160,831	0	160,831	153,627	(7,204)
1,342,191	Chief Execs & Business Support	1,389,835	4,601	1,394,436	1,261,068	(133,368)
1,030,480	Financial Management	989,361	0	989,361	969,092	(20,269)
531,851	ICT & Transformation	556,542	0	556,542	504,577	(51,964)
6,190,680	Craven District Council : NCOS	5,837,921	104,605	5,942,526	5,836,029	(106,498)

2020/21		2021/22				
Actual	Corporate Costs	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(186,387)	Investment Income (6760)	(115,000)	0	(115,000)	(115,000)	0
255,177	Interest Payable (6770)	255,710	0	255,710	255,710	0
88,005	MRP for Capital Financing (8530)	88,000	0	88,000	88,000	0
616,695	Revenue Contributions to Capital Outlay (8535)	428,000	0	428,000	428,000	0
0	Capital Financing (Costs of borrowing)					
0	Growth Bids not yet apportioned to service	563,113	0	563,113	563,113	0
0	Paybill inflation not yet allocated					
0	Grants to Parishes - CDC Contribution	0	0	0	0	0
75,000	Corporate Contingency	75,000	0	75,000	75,000	0
7,039,171	Total Revenue Budget 2021/22	7,132,744	104,605	7,237,349	7,130,852	(106,498)

Craven District Council

Section 1 - Licensing Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
12,085	Hackney Carriages	R226	(4,490)	0	(4,490)	(3,747)	743
(23,901)	Liquor Licensing	R227	(32,095)	0	(32,095)	(31,594)	501
<b>(11,816)</b>	<b>Total Licensing Services</b>		<b>(36,585)</b>	<b>0</b>	<b>(36,585)</b>	<b>(35,341)</b>	<b>1,244</b>



Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
323,113	Environmental Health	R220	400,978	0	400,978	426,099	25,121
0	Flooding 2015/16	R228	0	0	0	0	0
0	Housing Enabling	R338	70,319	0	70,319	71,417	1,098
5	Homeless Prevention Support Service	R339	763	0	763	689	(74)
43,558	Aireview House	R342	30,138	0	30,138	37,653	7,515
223,054	Homelessness	R343	244,182	0	244,182	255,602	11,420
68,654	Private Sector	R344	(2,404)	0	(2,404)	(37,903)	(35,500)
23,688	Housing (Service Unit)	R347	26,185	0	26,185	27,608	1,422
<b>682,070</b>	<b>Total Environmental Health &amp; Housing Services</b>		<b>770,162</b>	<b>0</b>	<b>770,162</b>	<b>781,164</b>	<b>11,002</b>

Craven District Council

Section 3 - Waste Management Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
895,904	Refuse Domestic	R200	693,871	26,298	720,169	702,026	(18,143)
(379,921)	Refuse Commercial	R201	(278,573)	0	(278,573)	(331,711)	(53,138)
418,148	Street Cleansing	R202	388,324	0	388,324	399,194	10,869
483,962	Recycling	R203	375,432	26,298	401,730	409,612	7,882
105,444	Cleaner Neighbourhoods	R204	60,375	0	60,375	96,466	36,091
62,205	Mechanics Workshop	R209	41,981	0	41,981	37,884	(4,097)
388,272	Waste Management (Service Unit)	R211	287,468	24,818	312,286	314,179	1,893
(193,108)	Garden Waste Service	R213	(130,657)	0	(130,657)	(152,518)	(21,861)
<b>1,780,907</b>	<b>Total Waste Management</b>		<b>1,438,222</b>	<b>77,414</b>	<b>1,515,636</b>	<b>1,475,133</b>	<b>(40,504)</b>

Craven District Council

Section 4 - Bereavement Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(742,506)	Bereavement Services	R190	(478,421)	0	(478,421)	(478,426)	(4)
(32,078)	Skipton Cemetery	R191	(12,218)	0	(12,218)	(12,218)	0
(5,400)	Ingleton Cemetery	R192	(5,454)	0	(5,454)	(5,454)	0
2,451	Closed Churchyard St Andrews (Kildwick)	R193	5,700	0	5,700	5,700	0
1,086	Closed Churchyard St Marys (Ingleton)	R194	1,000	0	1,000	1,000	0
0	Closed Churchyard St Margarets (Bentham)	R195	1,000	0	1,000	1,000	0
<b>(776,447)</b>	<b>Total Bereavement Services</b>		<b>(488,393)</b>	<b>0</b>	<b>(488,393)</b>	<b>(488,398)</b>	<b>(4)</b>

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
0	Historic Buildings	R250	4,000	0	4,000	4,000	0
21,117	Building Control (Non Fee Earning)	R251	35,959	0	35,959	14,331	(21,628)
0	Building Control ( Fee Earning)	R252	(29,372)	0	(29,372)	(29,384)	(12)
0	Local Plan	R253	249,602	0	249,602	213,331	(36,270)
0	Local Land Charges	R254	(96,955)	0	(96,955)	(98,947)	(1,992)
0	Development Control	R255	199,001	0	199,001	388,299	189,298
0	Planning (Service Unit)	R270	0	0	0	0	0
<b>21,117</b>	<b>Total Planning &amp; Building Control Services</b>		<b>362,235</b>	<b>0</b>	<b>362,235</b>	<b>491,631</b>	<b>129,396</b>

Craven District Council

Section 6 - Economic Development

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
77,080	Great Places	R307	77,080	0	77,080	32,605	(44,475)
31,800	Attraction Trade & Tourists	R310	21,800	0	21,800	21,800	0
165,618	Industrial Development	R311	59,140	0	59,140	59,140	0
38,322	Settle TIC	R315	28,223	0	28,223	29,366	1,143
207,212	New Homes Bonus Projects	R316	53,000	0	53,000	53,000	0
162,474	Economic Development (Service Unit)	R330	168,412	0	168,412	152,251	(16,161)
0	Growth Deal - Skipton Station Regeneration	R317	0	0	0	0	0
28,872	Growth Deal - Support Work	R318	0	0	0	0	0
(38,126)	Total Skipton Heritage Action Zone	R319	0	0	0	17,777	17,777
(4,419)	Total Reopening High Street Safely	R324	0	0	0	0	0
<b>682,506</b>	<b>Total Economic Development</b>		<b>407,655</b>	<b>0</b>	<b>407,655</b>	<b>348,162</b>	<b>(59,493)</b>

Craven District Council

Section 7 - Cultural Services (incl. Museum & Town Hall)

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
37,787	Arts Development	R300	39,903	6,700	46,603	47,722	1,119
151,282	Museum	R301	136,006	15,890	151,896	125,043	(26,853)
0	Museum Development Project - Development Phase	R304	0	0	0	0	0
79,445	Museum Development Project - Delivery Phase	R308	(280)	0	(280)	70,042	70,322
0	Rural Culture: Creating a Hub for Craven	R309	2,733	0	2,733	7,669	4,936
0	York & NY Dance Hub	R322	0	0	0	0	0
12,104	Rural Steps Project	R323	0	0	0	0	0
(6,944)	Museum – Indispensable	R450	0	0	0	0	0
1,303	Museum - Craven at War: The Home Front Legacy	R456	0	0	0	0	0
<b>274,977</b>	<b>Total Cultural Services (incl. Museum &amp; Town Hall)</b>		<b>178,362</b>	<b>22,590</b>	<b>200,952</b>	<b>250,476</b>	<b>49,524</b>

Craven District Council

Section 8 - Leisure Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
103,965	Craven Pool & Fitness Centre	D105	29,366	0	29,366	31,128	1,762
85,458	Revive Café	D106	646	0	646	(17,853)	(18,499)
(6,854)	Healthy Lifestyles	D107	758	0	758	1,365	607
<b>182,568</b>	<b>Total Leisure Services</b>		<b>30,770</b>	<b>0</b>	<b>30,770</b>	<b>14,639</b>	<b>(16,130)</b>

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
27,385	Misc Property (Incl Ind Estates)	R103	21,846	0	21,846	21,427	(419)
37,340	Bus Station	R104	22,628	0	22,628	22,662	34
(29,321)	Private Garages	R346	(19,092)	0	(19,092)	(22,339)	(3,247)
(16,691)	Skipton Depot	R115	62,134	0	62,134	100,568	38,434
(36,535)	Settle Depot	R117	70	0	70	70	0
300,095	Belle View Square	R125	270,868	0	270,868	270,868	0
363,025	Assets & Projects (Service Unit)	R212	368,683	0	368,683	414,629	45,946
139,180	Amenity Areas (Incl Aireville Park)	R100	113,060	0	113,060	111,560	(1,500)
(102,431)	Estates	R425	(89,629)	0	(89,629)	(93,767)	(4,138)
(35,579)	Shared Ownership Scheme	R427	(19,688)	0	(19,688)	(38,669)	(18,981)
60,294	Joint Venture Partnership	R428	0	0	0	3,689	3,689
(947,812)	Car Parks	R130-151	(1,168,394)	0	(1,168,394)	(1,169,877)	(1,483)
110,385	Public Conveniences	R160-181	82,009	0	82,009	82,692	683
<b>(147,357)</b>	<b>Total Assets &amp; Commercial Services</b>		<b>(355,505)</b>	<b>0</b>	<b>(355,505)</b>	<b>(296,487)</b>	<b>59,018</b>



Craven District Council

Section 10 - Legal Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
160,047	Total Legal Services	R361	129,374	0	129,374	103,849	(25,525)

Craven District Council

Section 10 - Member Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
101,917	Democratic Services	R362	99,956	0	99,956	97,735	(2,221)
183,200	Democratic Representation	R410	205,101	0	205,101	205,101	0
<b>285,118</b>	<b>Total Member Services</b>		<b>305,057</b>	<b>0</b>	<b>305,057</b>	<b>302,836</b>	<b>(2,221)</b>

Craven District Council

Section 11 - Election Services

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
102,727	Elections	R411	87,593	0	87,593	95,120	7,527
49,741	Electoral Registration	R412	73,238	0	73,238	58,507	(14,731)
<b>152,468</b>	<b>Total Election Services</b>		<b>160,831</b>	<b>0</b>	<b>160,831</b>	<b>153,627</b>	<b>(7,204)</b>

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
522,305	CLT	R350	492,992	0	492,992	502,361	9,369
144,359	Business Support	R375	205,392	0	205,392	90,815	(114,577)
153,662	Human Resources	R370	156,221	0	156,221	161,216	4,995
21,381	Health and safety	R373	34,115	0	34,115	34,115	0
28,338	Tour De Yorkshire	R306	0	0	0	4,103	4,103
206,754	Partnerships & Communications	R355	196,620	4,601	201,221	202,141	919
4,387	Sporting Events	R356	1,174	0	1,174	0	(1,174)
41,540	Craven Crime Reduction	R348	40,045	0	40,045	41,466	1,421
0	Safer & Stronger Communities	R349	0	0	0	0	0
219,464	Customer Services	R383	263,276	0	263,276	224,851	(38,425)
<b>1,342,191</b>	<b>Total Chief Execs &amp; Business Support</b>		<b>1,389,835</b>	<b>4,601</b>	<b>1,394,436</b>	<b>1,261,068</b>	<b>(133,368)</b>

Craven District Council

Section 12 - Financial Management

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
474,930	Financial Services	R381	505,822	0	505,822	485,553	(20,269)
(12,624)	Corporate Management	R420	258,538	0	258,538	258,538	0
91,775	Unapportion Overheads	R422	(18,500)	0	(18,500)	(18,500)	0
476,399	Revenues & Benefits	R384 & R432-5	243,501	0	243,501	243,501	0
<b>1,030,480</b>	<b>Total Corporate Head (Financial Management)</b>		<b>989,361</b>	<b>0</b>	<b>989,361</b>	<b>969,092</b>	<b>(20,269)</b>

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 30/06/2021 (Quarter 1 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
42,460	Street Naming & Numbering /GIS	R101	44,187	0	44,187	44,187	0
489,391	ICT & Transformation	R400	512,355	0	512,355	460,390	(51,964)
<b>531,851</b>	<b>Total Director of Services</b>		<b>556,542</b>	<b>0</b>	<b>556,542</b>	<b>504,577</b>	<b>(51,964)</b>

**Craven District Council Income & Savings Plan**

Income & Savings Action Plan 2021/22 - 2022/23 Jun 21

Reporting Spreadsheet

Key:

- Green Income / Savings achieved - low risk
- Amber Income / Savings in progress- further work required - medium risk

Income Generation/Cost Savings Ideas			RAG	Realism	Priority	2019/20	2020/21	2021/22	2022/23	Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description												
11		Back scan documents so can reduce building and retrieval costs	Amber	M	M	0	10,000	10,000	10,000	N	Y	Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tennent identified.	Paul Ellis	Darren Maycock
12	PrSe	Develop Land for Shared Ownership or Market Rent Housing	Amber	H	H	26,400	26,400	30,000	48,400	Y	N	Complete 1 in Giggleswick, 2 Sutton, 3 Glusburn. Expected 2019/20 4 Glusburn 3 Sutton Expected 2020/21 10 Skipton	Paul Ellis	Tracy Mc Luckie
13	PrSe	Income from the space in BVS to be let out.	Amber	M	H	0	50,000	0	50,000	N	Y	Income only - no estimation of costs associated yet.	Paul Ellis	Darren Maycock
		Finance Services staffing structure	Amber	M	H	0	0	20,000	20,000	N	N	Rationalise the Finance/perfromance Strucure	Richard Weigh	Rob Atkins
		Business Support Structure	Amber	M	H	0	0	46,500	46,500	N	N	Rationalise the Structure and look at shared roles	Paul Shevlin	Sharon Hudson
14	EnSe	Commercial waste - attract 50 new accounts. Resigned all existing accounts. AND ensure new model is continuing to work for Craven	Amber	M	H	0	100,000	100,000	100,000	N	N		Paul Ellis	Tracy Mc Luckie
15	EnSe	Developers to pay for new bins on housing developments.	Amber	M	H	0	2,000	2,000	2,000	N	N	Local plan, once adopted can have a sublemenatry arrangement, that specifies developers pay for the bins.	Paul Ellis	Tracy Mc Luckie
<b>TOTAL AMBER SAVINGS</b>						<b>26,400</b>	<b>188,400</b>	<b>208,500</b>	<b>276,900</b>					
16	IT	IT – Contract up for renewal. Transfer of Mittel to virgin media – savings.	Green	H	H	2,000	5,000	5,000	5,000	N	N	Contract now re-negotiated, part year savings in 19/20, full year effect from 20/21 onwards	Paul Ellis	Darren Maycock
17	IT	IT – Contract up for renewal. NYNET – savings.	Green	H	H	0	8,000	8,000	8,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
18	ReBe	Revs and Bens Northgate System Annual Licence Renewal 3 year £15k annual reduction & no RPI increase	Green	H	H	0	15,000	15,000	15,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
19	CuSe	Customer Services – Post has been deleted from structure and looking at if possible to reduce one more post. Currently target for calls is 90% but looking to reduce it to 85%. Hub – community safety officer currently in position full time but looking to see if this is required and whether this can be reduced.	Green	M	M	0	40,000	40,000	40,000	N	N	Complete in 19/20. 2 posts deleted from the structure for 20/21. CSO - was planning to review but the Comm. Safety Hub is progressing so loath to reduce the resource. Leave until we see how the HUB progesses - HUB based at CDC? Hub resources. Stat duty to provide HUB	Paul Shevlin	Sharon Hudson
20		Financial Management - Revise Minimum Revenue Provision Policy to later the % for older debt.	Green	H	H	0	108,000	0	0	Y	N	Complete in 19/20. The MRP Policy was revised to change the claucluation for the provision of older debt. This resulted in a significant redcution in the MRP originally calculated as part of the 20/21 budget.	Richard Weigh	James Hordern
<b>TOTAL GREEN SAVINGS</b>						<b>2,000</b>	<b>176,000</b>	<b>68,000</b>	<b>68,000</b>					
<b>TOTAL ALL SAVINGS</b>						<b>83,400</b>	<b>490,500</b>	<b>427,600</b>	<b>496,000</b>					

## Policy Committee – 19<sup>th</sup> October 2021

### Q1 CAPITAL PROGRAMME MONITORING REPORT – 2021/2022



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1 To inform Members of the Council's Capital Programme position, based on the Quarter 1 review of income and expenditure to the end of June 2021.

#### 2. Recommendations

- 2.1 Members note the Capital Budget position of the 2020/21 Capital Programme as at the 30<sup>th</sup> June 2021.
- 2.2 Members note the 2021/22 Capital Programme and the proposed funding – for the projects agreed at Q1.

#### 3. Report:

- 3.1 The Council agreed the 2021/22 Capital Programme of £2,230k on 2<sup>nd</sup> February 2021. On 14<sup>th</sup> September 2021 the Policy Committee approved for the Capital Programme to include £9,380k of carry forward from the 2020/21 Programme. Giving a revised programme of £11,610k.

#### 3.2 Quarter 1 Financial Performance

A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 30<sup>th</sup> June expenditure on the programme was £1,828k.



**Table 1: Planned Capital Programme Performance**

	Revised Programme 2021/22 £	Expenditure at Q1 2021/22 £	Forecasted Outturn 2021/22 £
Council Properties	9,973,005	1,388,810	10,394,267
ICT	92,767	19,890	92,767
Private Sector Hsg & Empty Homes	834,329	120,169	834,329
Recreation & Leisure	45,031	9,025	45,031
Town/Village Plans	40,308	-	40,308
Vehicles	624,823	290,017	624,823
<b>Total Capital Programme Costs</b>	<b>11,610,264</b>	<b>1,827,911</b>	<b>12,031,525</b>

- 3.3 At present, there is a forecasted variance in project expenditure of £421k, these relate to the Growth Deal - Highways Improvements project, £6k, Decarbonising Craven £57k, Langcliffe Quarry Development £71k and Museum improvements £287k, but this is to be mainly funded externally through grant receipts.
- 3.4 Continued review and update of the projects are carried out on a quarterly basis.
- 3.5 As the financial position has stabilised, with government grant and cash-flow support, careful financial management and income streams beginning to recover, it has not been necessary to recommend the removal or deferral of projects agreed in the 2021/22 Capital Programme. Though it is likely that some will may be delayed in the current year, depending on the nature of the project. A more detailed assessment of this will be made at Q2.
- 3.6 Capital Programme Financing
- 3.7 Resources available to fund the Capital Programme together with a forecast of future receipts and programme costs are shown in Table 2.
- 3.8 As part of the 2021/22 budget setting process it was planned to make contributions to earmarked reserves which are available to support the Capital Programme and other projects. The latest Medium-Term Financial Plan assumes that these contributions will need to continue.

**Table 2: Capital Resources Available & Utilised to Fund 2021/22 Programme**

	2021/22 Indicative	2022/23 Indicative	2023/24 Indicative	2024/25 Indicative
Capital Receipts at Start of Year (CRR)	2,187	1,885	1,785	1,535
In Year resources - (Capital Grants/receipts received)	834	680	557	557
Use of in Year Capital grants	834	680	557	557
Use of Commuted Sums/S106	1,378	244	250	
Use of Capital Receipts	302	100	250	-
Total Use of Capital Resources	2,514	1,024	1,057	557
Contribution From NHB Reserve	65	140	-	-
Contribution From Enabling Efficiencies Reserve	10	0	0	0
Contribution From Vehicles Reserve	625	595	405	390
Contribution from IT Reserve	83	90	40	30
Contribution from Buildings Reserve	349	147	-	-
Underwrite the Capital relating to Skipton Depot Project and JV Development Projects	5,176	-	-	-
Potential utilisation of Borrowing for Shared Ownership and CDC Developments	2,788	-	-	-
Total Use of Reserves/Borrowing	9,096	972	445	420
Forecasted Capital expenditure in year	11,610	1,996	1,502	977
Capital Receipts at end of Year (CRR)	1,885	1,785	1,535	1,535

- 3.10 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2021/22, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.
- 3.11 The “Underwrite the Capital Funding” line represents the amounts allocated for the redevelopment of the Engine Shed Lane Depot and Costs associated with the Development of CDC Assets. It is assumed there will be some external funding for projects and the balances will be funded by CDC. If external funding is secured, the amount funded by the Council will reduce accordingly.

#### **4. Financial and Value for Money Implications**

- 4.1 At the start of 2021/22 the Council had available £2,187k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants of £834k to fund part

of the programme. All financial implications are contained in the body of the report.

## 5. Legal implications

- 5.1 S.151 of the Local Government Act requires the council makes appropriate arrangements for the administration of its financial affairs.

## 6. Contribution to Council Priorities

- 6.1 Capital investment in appropriate projects contributes directly to most corporate priorities.

## 7. Risk Management

- 7.1 There are risks inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved, it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

## 7.2 **Chief Finance Officer (s151 Officer) Statement**

It is vital that the council maintains an affordable and sustainable capital programme. The report shows how the total programme will be funded. Where borrowing has been assumed, a revenue budget provision has been identified to support the ongoing costs.

## 7.3 **Monitoring Officer Statement**

The Council is required under section 151, Local Government Act 1972 to make arrangements for the proper administration of its financial affairs.

## 8. **Equality Impact Assessment**

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

## 9. Consultations with Others

- 9.1 None

**10. Access to Information : Background Documents**

10.1 None

**11. Appendices**

Appendix A – Capital programme detailed analysis

**12. Author of the Report**

James Hordern, Finance Manager

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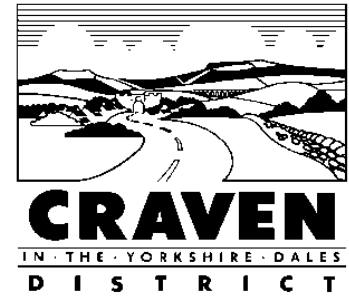
*Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.*

**Capital Programme 2021/22**

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	CDC capital resources required 2020/21 £	Total Programme 2021/22 £	Expenditure at Q1 2021/22 £	Remaining Budget 2021/22 £	Forecasted Outturn 2021/22 £
Assets & Commercial Services	Parking payment machine replacement	Helen Townsend	6009			23,946	23,946	23,946	630	23,316	23,946
Assets & Commercial Services	SECTION 106 SHARED OWNERSHIP ACQUISITIONS	Jenny Kerfoot	6026	1,135,020	-	243,835	1,378,855	1,378,855	912,442	466,413	1,378,855
Assets & Commercial Services	Shared ownership development	Jenny Kerfoot	6026			2,787,850	2,787,850	2,787,850		2,787,850	2,787,850
Assets & Commercial Services	Museum-Major Improvements	David Smurthwaite	6032				-	-	286,865	(286,865)	286,865
Property Services	Skipton Depot Project	Hazel Smith	6036			2,434,538	2,434,538	2,434,538	39,434	2,395,104	2,434,538
Bereavement Services	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044			13,000	13,000	13,000	-	13,000	13,000
Property Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050			74,880	74,880	74,880		74,880	74,880
Bereavement Services	Exit Drive at Waltonwrays	Clair Cooper	6052			28,000	28,000	28,000	-	28,000	28,000
Bereavement Services	Re-Roof the Book of Remembrance Chapel	Clair Cooper	6054		-	14,000	14,000	14,000	-	14,000	14,000
Property Services	JV Development Projects - Craven Share	Rachel Sewell	6057			2,741,739	2,741,739	2,741,739		2,741,739	2,741,739
Property Services	Langcliffe Quarry Development	Hazel Smith	6059		(71,284)	-	(71,284)	-	71,284	(71,284)	71,284
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129			25,000	25,000	25,000		25,000	25,000
Waste Management	Vehicle Lift Project	Tracy McLuckie	6136			20,000	20,000	20,000	-	20,000	20,000
Assets & Commercial Services	Decarbonising Skipton: Green Future for Public Buildings	Rachel Sewell	6142					-	57,141	(57,141)	57,141
Economic Development	Growth Deal - Highways Improvements	Sharon Sunter	6146			-	-	-	5,972	(5,972)	5,972
Economic Development	Ingleton Village Plan	Sharon Sunter	6138			40,308	40,308	40,308		40,308	40,308

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	CDC capital resources required 2020/21 £	Total Programme 2021/22 £	Expenditure at Q1 2021/22 £	Remaining Budget 2021/22 £	Forecasted Outturn 2021/22 £
Craven Leisure	Dosing System Renewal	Hazel Smith	6158		-	2,531	2,531	2,531	2,708	(177)	2,531
Craven Leisure	Poolside Grates	Hazel Smith	6159		-	10,000	10,000	10,000	6,317	3,683	10,000
ICT & Transformation Services	Payroll System improvements	James Hordern	6200			3,650	3,650	3,650		3,650	3,650
ICT & Transformation Services	InCab Communications & Web Portal Systems	Tracy McLuckie/ Darren Maycock	6276			15,817	15,817	15,817	-	15,817	15,817
Property Services	Integrated Asset Management System	Darren Maycock	6277	-		11,600	11,600	11,600	-	11,600	11,600
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	320,000	-	274,823	594,823	594,823	290,017	304,806	594,823
Assets & Commercial Services	Electric Vehicle Charging Points in Outlying Car Parks	Rachel Sewell		123,028	(92,271)		30,757	123,028		123,028	123,028
Assets & Commercial Services	Multi-Play Equipment replacement	Rachel Sewell		7,500			7,500	7,500		7,500	7,500
Assets & Commercial Services	Skipton Crematorium extension	Rachel Sewell	6053	47,345	(20,000)		27,345	47,345	468	46,877	47,345
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305			30,000	30,000	30,000	-	30,000	30,000
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock	6280	10,000		-	10,000	10,000	10,000	-	10,000
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	30,000		-	30,000	30,000	9,890	20,110	30,000
Assets & Commercial Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX			4,000	4,000	4,000		4,000	4,000
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	557,000	(557,000)	277,329	277,329	834,329	120,169	714,160	834,329
Property Services	Town Hall Remedial Works - Skipton Town Hall Frontage Works	Rachel Sewell			-	55,000	55,000	55,000	14,574	40,426	55,000
Assets & Commercial Services	Development of CDC Land	Rachel Sewell			-	226,824	226,824	226,824		226,824	226,824
Financial management	Agresso Upgrade	James Hordern			-	21,700	21,700	21,700		21,700	21,700
<b>Total Capital Programme 2020/21</b>				<b>2,229,893</b>	<b>(740,555)</b>	<b>9,380,371</b>	<b>10,869,709</b>	<b>11,610,264</b>	<b>1,827,911</b>	<b>9,782,353</b>	<b>12,031,525</b>

**Policy Committee – 19 October 2021**  
**Quarter 1 Performance Monitoring Update**  
**Report of the Chief Finance Officer**  
**Lead Member – Councillor Patrick Mulligan,**  
**Financial Resilience**



**Ward(s) affected: All**

**1. Purpose of Report**

1.1 To present performance highlights for Q1 of the financial year 2021/22 in accordance with arrangements set out in the Council’s Performance Management Framework

**2. Recommendations – Members are recommended to:**

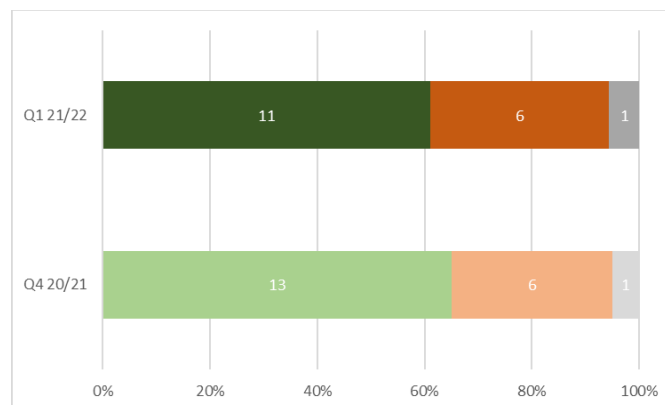
2.1 Note and comment on performance highlights described in the report

**3. Report**

3.1 This report provides a quarterly summary of the Council’s performance against agreed actions, indicators and targets.

3.2 A majority of Council Plan actions are still progressing as planned. Services returned updates for 17 actions. 11 of these actions were rated ‘Green’. No actions were rated ‘Red’.

3.3 Our position in respect of Council Plan progress has not changed significantly since Quarter 4 2020/21.



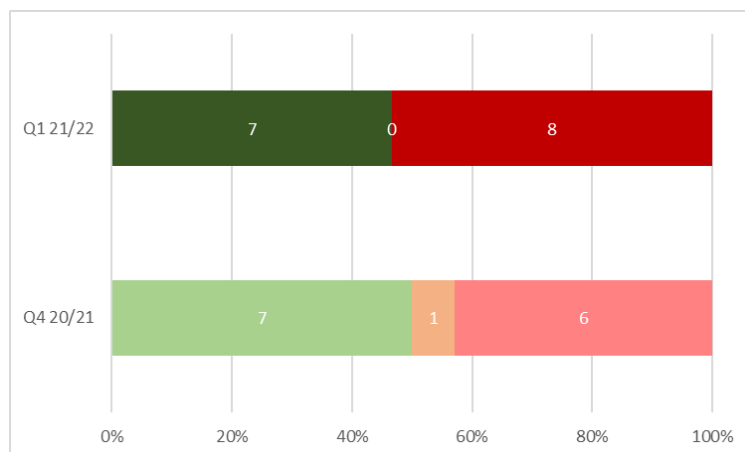
*Chart: Council plan progress by RAG rating, Q4 2020/21 and Q1 2021/22*

3.4 The 6 actions rated ‘Amber’ are listed below:

- We are working to stimulate demand for further broadband installations, however pace has not been as quick as we would like and it would appear unlikely that we will meet the 2022 target for **universal access to high-quality broadband**.
- It is currently not clear whether we will be able to progress as planned with our development of further employment sites, beyond the Langcliffe and Engine Shed Lane projects (due to Local Government Reorganisation)
- The high level of fly tipping is impacting on our **cleaner neighbourhoods** targets.
- Our **Risk Management** activity requires some improvement; we have a plan in place to address this.
- The recycling rate decreased again in Quarter 4 2020/21. A substantial improvement will be required to achieve a **50% recycling rate**.
- We have not started a **Waste Education Programme**. We do now have a plan in place to assess our options. These will now be presented to Members in Q2 2021/22.

3.5 Service performance highlights are listed in the report under ‘Quarter 4 Performance Summaries’.

3.6 Residual waste and recycling rates remain a particular challenge. The Waste Management Team have assessed options for working to improve awareness. These options will be presented to Policy Committee in Q2 2021/22.



*Chart: Service Performance KPIs by RAG rating, Q4 2020/21 and Q1 2020/21*



3.7 Sickness absence rates remain low across the Council. The rate of timely PDR completion has deteriorated, and is now below target for a majority of services. The HR team are reminding all staff with management responsibilities of the need to complete a timely PDR for their direct reports.

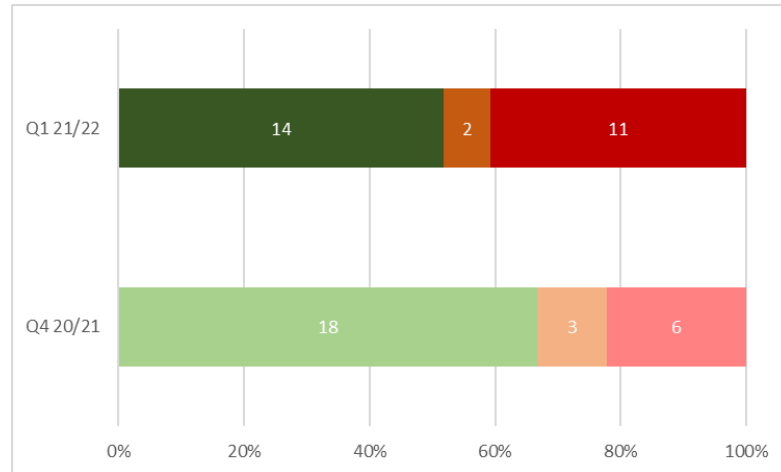


Chart: 'People' KPIs by RAG rating, Q4 2020/21 and Q1 2021/22

3.8 As most services have continued to recover towards pre-pandemic levels, and this is an early stage in the financial year, the majority of services are now within budget. This represents an improvement on Q4 2020/21.

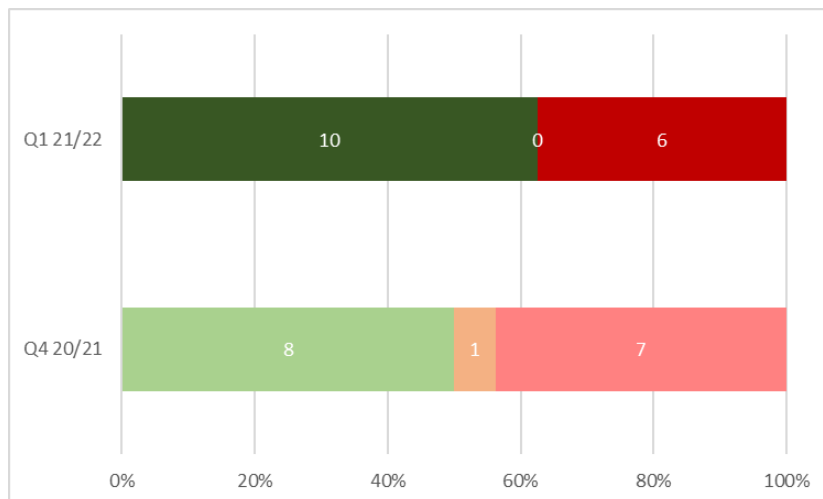


Chart: 'Finance' KPIs by RAG rating, Q4 2020/21 and Q1 2021/22

**4. Financial and Value for Money Implications**

- 4.1 No financial or value for money implications apart from those already identified within the specific projects that form a part of this programme of activity.

**5. Legal Implications**

- 5.1 No legal implications.

**6. Contribution to Council Priorities**

- 6.1 This report describes our progress towards addressing all 4 priorities in the Council Plan.

**6.2 Impact on the declared Climate Emergency**

This report describes quarterly progress against Climate Emergency actions where those actions have been assigned to a specific service

**7. Risk Management**

- 7.1 The Council's Risk Registers form part of the Performance Management Framework.

Note that there is specific activity underway to improve the Council's approach to Risk Management. This is covered by a separate Action Plan.

**7.2 Chief Finance Officer (s151 Officer) Statement**

It is important that the Council has effective performance monitoring arrangements in place and this has been developed over the last year to give clear and meaningful data for consideration.

**7.3 Monitoring Officer Statement**

A Monitoring Officer statement is not required for this report.

**8. Equality Impact Analysis**

- 8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

**9. Consultations with Others**

9.1 Service Managers

**10. Background Documents**

10.1 None

**11. Appendices**

- Performance Overview Q1 2021-22

**12. Author of the Report**

Name Rob Atkins, Exchequer & Performance Manager

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

# APPENDIX



**Craven District Council**  
Performance Overview  
Quarter 1 2021/22 (April-June)

**Contact:** Rob Atkins, Performance & Exchequer Manager  
[ratkins@cravenc.gov.uk](mailto:ratkins@cravenc.gov.uk)

# Quarter 1 Performance Overview

## Council Plan

6 actions not on track; a plan is in place:

- High Speed Broadband
- Further Employment Sites
- Fly Tipping
- Risk Management
- Recycling Rates
- Waste Education Programme



## Service Performance

**Q1 Performance (Key areas for improvement)**

- Fly Tipping
- Payments with an Official Order
- Planning timescales
- Waste volumes/Recycling rates



**Q1 Performance (Direction of travel)**

This chart shows that number of Service indicators where performance has improved (Green), declined (Red), or remained roughly the same (Amber)



## People

**Q1 Performance**

- Sickness absence rates have remained low in Q1 2021/21
- A majority of PDRs have not yet been completed



**Q1 Direction of Travel**

More indicators have decreased than increased during this quarter. This is mainly due to low PDR completion rates.



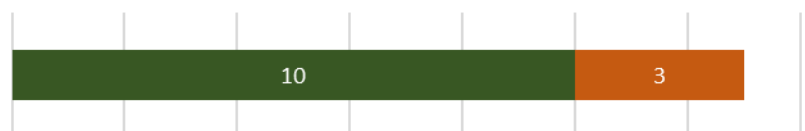
## Finance

A majority of services are within budget.  
(at this early stage in the Financial Year)



## Climate Emergency

A majority of Climate Emergency actions are on track



## Bereavement Services - Quarter One Performance Summary

The use of the Crematorium returned to relatively normal (i.e. pre-pandemic) levels during Quarter 1 2021, with sufficient capacity available on a normal operating timetable.

The team continued to ensure that appropriate safety measures were in place, regularly reviewing restrictions to ensure the right balance between a positive and respectful experience for those accessing the service and ensuring the safety of all staff and attendees.

### Council Plan Progress

- There are no specific actions relating to Bereavement Services in the Council Plan

### Service Performance

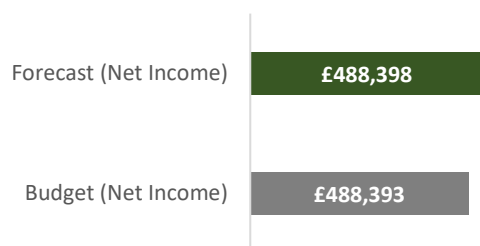
<b>No. Cremations held (per quarter)</b> <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">318</span> ↓ down 43% on prev. Q   ↓ down 27% on Q4 2020	<b>Ave. Normal Crematorium Capacity used</b> <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">63%</span> ↓ down 11% pts on prev. Q   ↓ down 15% pts on Q4 2021
<b>No. Burials</b> <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">16</span>	<b>Compliments and complaints</b> <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">2</span> compliments / <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">1</span> complaint

### People

<b>% PDRs completed on time</b> <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">83%</span> 17%pts below target   ● ↓ down 17% on prev. Q	<b>Ave. days absent through sickness</b> <span style="font-size: 24pt; font-weight: bold; color: #1a3d54;">0 days</span> 8.5 days below target   ● ↓ down 0.6 days on Q1 2020
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### Finance

**Forecast Net Expenditure against Budget**  
 Forecast expenditure is £4 below budget



### Internal Audit

No outstanding recommendations.

### Contract Management

3 contracts over £10k, total value £64k p.a.

All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

7 risks on the risk register are monitored by Bereavement Services  
 2 risks are rated 'Amber'. Plans are in place to reduce exposure to these risks.

### Climate Emergency Strategic Plan

- **Woodland Memorial Site** – we intend to open a Woodland Memorial Site by 2024. We are currently looking for a suitable site to progress this project; this is likely be affected by the Local Government Reorganisation.
- Note that Bereavement Services will also benefit from the 'Decarbonising Skipton' project, with renewable energy generation facilities to be installed at our properties. This will include solar panels, a heat recovery system and connection to the Council's intelligent Buildings Energy Management System.

## Craven Leisure - Quarter One Performance Summary

During Q1 of 2021, our services began to open to a larger number of customers and there were early signs of the recovery of attendance figures.

Staff have worked out to ensure that visiting our facilities is a safe and enjoyable experience, and we believe that we are doing so successfully with an enhanced cleaning regime and appropriate distancing measures still in place to support a safe increase in customer numbers.

Our projected net expenditure position has begun to recover. We are only just behind our budgeted position at this early point in the year, even though the first 2 months of the quarter continued to see some more stringent restrictions that were impacting on customer numbers.

### Council Plan Progress

- We have continued work to **reduce health and wellbeing inequalities** despite the challenges resulting from Covid-19, including delivering some sessions over the Internet during this period and return to safe, socially distanced activity at the earliest opportunity.

### Service Performance

<p><b>Ave. Number of Members</b></p> <p style="font-size: 24pt;"><b>1655</b></p> <p>↓ 1% decrease on prev. Q   ↓ 13.1% down on Q1 2020</p>	<p><b>Net No. New Members</b></p> <p style="font-size: 24pt;"><b>56</b></p> <p>↑ 124% increase on prev. Q</p>
<p><b>Casual Swimming Attendance</b></p> <p style="font-size: 24pt;"><b>2939</b></p> <p>↑ 2705 up on prev. Q   ↑ 2939 up on Q1 2020</p>	<p><b>Fitness &amp; Studio Attendance</b></p> <p style="font-size: 24pt;"><b>372</b></p> <p>↑ 355 higher than prev. Q   ↑ 372 up on Q1 2020</p>

### People

<p><b>% PDRs completed on time</b></p> <p style="font-size: 24pt;"><b>0%</b></p> <p>100%pts below target   ↓ 100% on prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p style="font-size: 24pt;"><b>2.2 days</b></p> <p>6.3 days below target   ↑ 2.2 days higher than Q1 2020</p>
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### Finance

**Forecast Net Expenditure against Budget**  
Forecast expenditure is **£16,130** above budget

**£30,770**

**£14,639**

### Internal Audit

No outstanding recommendations.

### Contract Management

3 contracts over £10k, total value £78k p.a.  
Two contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.  
One contract (Food and Beverage Supplies) has expired and is **overdue**.

### Risk Management

7 risks on the risk register are monitored by Leisure Services. All risks have sufficient control measures in place.

### Climate Emergency Strategic Plan

- Following the success of the 'Decarbonising Skipton' bid, we will install renewable energy generation at Craven Leisure including a solar roof and the use of ground source heat pumps for pool heating.

## Cultural Services - Quarter One Performance Summary

The Town Hall successfully reopened on the 21<sup>st</sup> June, with excellent feedback from early visitors. We hosted a number of Museum & Town Hall preview events in June. These visits were well attended and very well received.

A large number of safety measures are in place to ensure a safe visitor experience whilst remaining as positive and engaging as possible. All sessions have limits on the numbers attending; sanitiser is in place throughout; interactive elements have been adapted to ensure safe use; pre-booking is in place for the museum.

### Council Plan Progress

- The redevelopment of the **Town Hall** is close to completion; the building was successfully reopened in June.
- We are on track with our plans to **stream live events into our rural communities**.
- Our work to **support the delivery of external festivals** has continued, including planning to support the 2021 Puppet Festival as a flagship partner.
- Work to establish a **Cultural Apprenticeship scheme** has not yet started

### Service Performance

#### Informal Learning Engagement

**1086**

↑ 1,265 since Q4 2020

#### Formal Education Engagement

**237**

↑ 29 since Q4 2020

#### Volunteer Engagement and Training

**43**

↑ 55 than prev. Q

### People

#### % PDRs completed on time

**0%**

100%pts below target

#### Ave. days absent through sickness

**0 days**

8.5 days below target

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is **£49,524** over budget

**£250,476**

**£200,952**

### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

8 contracts over £10k, total value £770k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

4 risks on the risk register are monitored by Cultural Services. 1 of these risks is a Corporate Risk (Craven Museum & Art Gallery). 1 risk is rated 'Amber' (Events Safety). A plan is in place to reduce exposure to this risk.

### Climate Emergency Strategic Plan

- As part of 'Decarbonising Skipton', we will install sheep's wool insulation and solar panels at the Town Hall.
- We have also reviewed our use of materials and will be using almost no single-use plastics in our online retail operation. We have also moved to VegWare biodegradable containers for refreshments.



## Customer Services - Quarter One Performance Summary

Following a mini restructure in Q3 2020, the Customer Service Team Leader is now shared with the Business Support Service. The two teams are working together more closely so that during busy periods of time in Customer Services, Business Support staff can provide reception cover (when open) and likewise during busy times for Business Support members of the Customer Service team can help with admin support.

This arrangement has continued to be successful during Q1 2021. Note that due to the full re-opening of reception, as well as some changes to and training of staff, our call answering rates are not quite as strong as they were in Q4 2020, though they remain above our target rate.

### Council Plan Progress

No specific Council Plan actions

### Service Performance

**% Calls Answered**

**91.8%**

↑ 1.8% above target    ↓ 5.8 %pts since Q4 2020

**Emails received to 'Contact Us'**

**1993**

↓ 64% decrease compared to Q4 2020

### People

**% PDRs completed on time**

**75%**

25%pts below target

**Ave. days absent through sickness**

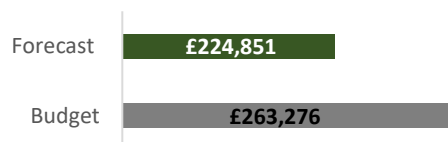
**1.3 days**

7.2 days below target

### Finance

**Forecast Net Expenditure against Budget**

Forecast expenditure is £38,425 below budget



### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

Customer Services manage 6 contracts, with a total annual value of £72k. These contracts are managed in accordance with the Contract Procedure Rules.

### Risk Management

3 risks on the risk register are monitored by Customer Services, all with sufficient mitigation in place.

### Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

## Economic Development - Quarter One Performance Summary

The focus of our work has been on the continuing implementation of externally funded schemes, including the work to upgrade Engine Shed Lane and Ings Lane to adoptable standard; development of the Langcliffe Quarry Enterprise Centre and associated business support programme; the Skipton Heritage Action Zone (HAZ) programme and supporting North Yorkshire County Council with the development of the Skipton Transforming Cities Fund schemes.

We have also been involved in the development of two projects seeking funding through the Community Renewal Fund; working towards a zero carbon visitor economy in partnership with Richmondshire District Council and the Yorkshire Dales National Park Authority, and 21st Century Towns – Connecting Skipton Triangle in partnership with the York and North Yorkshire Local Enterprise Partnership (YNY LEP). We also took the lead in developing a submission to the Levelling Up Fund seeking assistance to create a new entertainment space on Coach Street and improving connectivity with the town centre. A decision on all three projects is expected in September 2021, and if successful, we will be required to meet very tight deadlines.

### Council Plan Progress

#### Updates:

- Worked with the Canal & River Trust to provide North Yorkshire County Council with a costed proposal to upgrade the Canal towpath from Kildwick to Silsden; thus providing an accessible walking/cycling route from Gargrave into West Yorkshire. The proposal was subsequently selected by North Yorkshire County Council to form part of a funding bid to the Department of Transport.
- To ensure that businesses have access to, and are able to benefit from business support services, we have recruited a Business Advisor for Craven. The Advisor, employed by the YNY LEP will focus on supporting those businesses that are not eligible to receive support through the ERDF grant funded business support programme to be provided as part of the Langcliffe Quarry Enterprise Centre project.
- Launched the Skipton HAZ Cultural Programme, funded by Historic England, the programme comprises six projects to be delivered by local groups including the formation of a musicians' network, development of a trails app, creation of an augmented reality mobile-device "treasure hunt", a mass participation co-created audio on-line sound map and public art installations.
- To support the recovery of the trading environment within the District's core retail centres submitted proposals to MHCLG on how we would use ERDF monies to undertake temporary activities aimed at welcoming visitors back to the High Street. If approved the proposals, to be delivered by March 2022, include activity that will assist in creating a safe environment and that encourage people to visit the High Streets in Cross Hills, Bentham, Grassington, Ingleton and Settle in the autumn/winter.

#### Council Plan progress:

- The initial project to produce a **masterplan for the Skipton Railway Station area** was successfully completed and the plan is available.
- With regard to **ensuring all businesses and residents have access to high-quality broadband**, a route to connect Langcliffe Quarry to the local hyperfast broadband connection has been identified with the network provider. This will, not only ensure that the businesses occupying the workspace to be created will have access to high quality information communication technology, but provides a connection to enable the network to extend other parts of north Craven.
- **Development and improvement of employment sites** in South Skipton/Engine Shed Lane and Langcliffe Quarry is progressing as planned.
- Development of further employment sites in Bentham, Ingleton, Settle and Threshfield has not yet started and may be reviewed due to Local Government Reorganisation.

**Economic Development (Continued)**  
**Service Performance**

<p><b>New Business Starts</b></p> <p><b>52</b></p> <p>↓ 10% decrease on Q3 2020</p>	<p><b>Claimant Count</b></p> <p><b>1590</b></p> <p>↑ 46% increase since Q2 2020</p>				
<b>People</b>					
<p><b>% PDRs completed on time</b></p> <p><b>38%</b></p> <p>62%pts below target    ↑ 38%pts increase on Q4 2020</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0 days</b></p> <p>8.5 days below target    ↑ 9.8 days lower than Q1 2020</p>				
<b>Finance</b>	<b>Internal Audit</b>				
<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is £59,493 below budget</p> <table border="0"> <tr> <td>Forecast</td> <td><b>£348,162</b></td> </tr> <tr> <td>Budget</td> <td><b>£407,655</b></td> </tr> </table>	Forecast	<b>£348,162</b>	Budget	<b>£407,655</b>	<p>No outstanding Internal Audit requirements.</p>
Forecast	<b>£348,162</b>				
Budget	<b>£407,655</b>				
	<b>Contract Management</b>				
	<p>No ongoing contracts (some contracts for works, procured in compliance with Contract Procedure Rules).</p>				
<b>Risk Management</b>					
<p>No entries in Risk Register monitored by Economic Development</p>					
<b>Climate Emergency Strategic Plan</b>					
<p>The Economic Development team lead on a wide range of activities impacting the Climate Emergency Strategic Plan. Progress on these activities is described in detail in the 6-month plan update.</p>					

## Environmental Health - Quarter Three Performance Summary

The team continued to provide a high-quality service throughout 2020 despite the increased demands of the pandemic response. These demands have largely continued into 2021.

There remains a particular concern around the number of fly-tipping incidents. There was a sharp decrease of 41% in Quarter 1 2021. This may be due in part to the gradual ending of lockdown restrictions, but may also be an early result of increased efforts and resources allocated to tackle the issue. The team assessed options for appointing a third-party enforcement provider, but decided that a more effective course of action would be to recruit and allocate resource in-house; this recruitment and reallocation has been successfully completed.

### Council Plan Progress

● **Cleaner Neighbourhoods:** The number of dog fouling and littering incidents remains low. The number of fly-tipping incidents is still higher than target though it has decreased significantly since Q4 2020.

### Service Performance

<b>Fly Tipping Incidents</b> <b>36</b> ↑ 26 above target ↓ 25 (41%) fewer than Q4 2020	<b>Littering Incidents</b> <b>13</b> ↑ 4 more than Q4 2020
<b>Dog Fouling Incidents</b> <b>6</b> ↓ 2 fewer than prev. Q	

### People

<b>% PDRs completed on time</b> <b>7%</b> 93%pts below target ↓ 75 %pts on prev. Q	<b>Ave. days absent through sickness</b> <b>0.9 days</b> 7.6 days below target ↑ 0.9 day increase on Q1 2020
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### Finance

#### Forecast Net Expenditure against Budget

£426,099

£400,978

Forecast expenditure is £25,121 above budget

### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

1 contract with a value above £10k, procured in accordance with Contract Procedure Rules.

### Risk Management

4 risks in the Council's operational risk registers. All risks have sufficient control measures in place.

### Climate Emergency Strategic Plan

No specific actions relating to Climate Emergency Plan.

## Financial Management - Quarter One Performance Summary

Most actions and indicators are on track despite increased demands from the covid-19 recovery programme. In particular, the Council has been successful in setting out a balanced budget despite the challenges of Covid-19 and impending Local Government Reorganisation, however a national shortage of audit resource means that the accounts are unlikely to be fully audited and signed off until late in Q3.

Payment of invoices continues to be timely and improved slightly in Q1 2021. The percentage of payments following an official order has decreased again and is unfortunately now back to the low level seen in 2019.

### Council Plan Progress

- The Council's **financial plans remain robust**. A 2021/22 balanced budget has been agreed pending audit.
- The Council **continues to explore and exploit opportunities presented by grant funding and devolution**. A range of grants have been taken up. CDC jointly commissioned KPMG to explore devolution options.
- The team continues to support Members and Officers to understand the **financial impact of decision-making**.
- The team has promoted **understanding of the balance of risk and award**, however a recent Internal Audit report has identified some weaknesses in our Risk Management processes; an improvement plan is in place.

### Service Performance

<p><b>% Invoices paid within 30 days</b></p> <p style="font-size: 24pt; color: green;"><b>97%</b></p> <p>↑ 1 %pt above target    ↑ 1 %pt above prev. q.</p>	<p><b>% payments with an official order</b></p> <p style="font-size: 24pt; color: red;"><b>17%</b></p> <p>33%pts below target    ↓ 14%pts decrease</p>
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### People

<p><b>% PDRs completed on time</b></p> <p style="font-size: 24pt; color: red;"><b>0%</b></p> <p>100%pts below target    83%pts decrease on Q1 2020</p>	<p><b>Ave. days absent through sickness</b></p> <p style="font-size: 24pt; color: green;"><b>0 days</b></p> <p>8.5 days below target    ● no change on Q1 2020</p>
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### Finance

### Internal Audit

<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is £20,269 below budget</p> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outturn</td> <td style="width: 85%;"><div style="width: 85%; height: 15px; background-color: green; border: 1px solid black;"></div></td> </tr> <tr> <td>Forecast</td> <td><div style="width: 75%; height: 15px; background-color: grey; border: 1px solid black;"></div></td> </tr> </table> </div>	Outturn	<div style="width: 85%; height: 15px; background-color: green; border: 1px solid black;"></div>	Forecast	<div style="width: 75%; height: 15px; background-color: grey; border: 1px solid black;"></div>	<p>No outstanding Internal Audit recommendations.</p>
Outturn	<div style="width: 85%; height: 15px; background-color: green; border: 1px solid black;"></div>				
Forecast	<div style="width: 75%; height: 15px; background-color: grey; border: 1px solid black;"></div>				
<b>Contract Management</b>					
<p>10 contracts over £10k, total value £195k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.</p>					

### Risk Management

17 risks on the risk register are monitored by Financial Management. 3 of these are Corporate Risks. 2 risks are rated 'Amber' (Insurance, and Payroll Capacity). Plans are in place to reduce exposure to these risks.

### Climate Emergency Strategic Plan

- **On Track – Low Carbon Procurement** – A question on supplier action to reduce Carbon is included in the Council's revised procurement policies. The Council is engaged in a regional LEP exercise to improve sustainable procurement.
- **Not yet started – Low Carbon Investments** – This will require a review of options, not yet resourced due to other immediate priorities (particularly the covid-19 response).

# Housing Needs Services - Quarter One Performance Summary

## Council Plan Progress

### Not yet updated for 2021/22 – will be updated in Q2

We have continued to work with partners to provide **improved support and intervention services for rough sleepers and those at risk of sleeping rough**. These services have been successfully delivered throughout the pandemic response.

## Service Performance

**No. Supported at Pinder House this quarter**

**No. supported through Supported Lettings**

The Council has entered into a contract with Horton Housing to provide supported accommodation for rough sleepers, which will run until the 30th June 2022. Horton will provide 10 units of supported housing at Pinder House, and in addition four new units of move on accommodation have been completed at Highfield Terrace in Skipton, and are due to be occupied in Q3. Horton also provide a supported lettings service (funded by MHCLG grant) to those rough sleepers who have moved onto their own tenancies. MHCLG have also approved 12 months funding for a Dual Diagnosis Nurse who will work this client group on tackling mental health and drug and alcohol issues. This role will be carried out by a new partner, Spectrum, who are a primary care provider working across North Yorkshire. The first round of recruitment was unsuccessful however the post will be readvertised shortly. In partnership with North Yorkshire County Council, the Council is also delivering a homeless prevention support service which provides assistance to any resident in Craven experiencing difficulties in their housing situation, with the aim of achieving positive outcomes and developing or sustaining a person's capacity to live independently within the community, thus preventing loss of their home or tenancy.

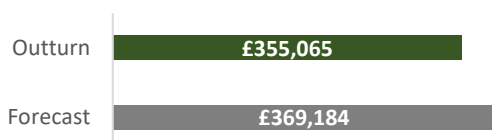
## People

Contracted services – no staff managed directly.

## Finance

### Forecast Net Expenditure against Budget

Forecast expenditure is £14,119 under budget



## Internal Audit

No specific requirements.

## Contract Management

4 contracts over £10k, total value £337k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

## Risk Management

No specific risks identified in the Risk Register.

## Climate Emergency Strategic Plan

● **On Track – Residential energy efficiency** – Our joint 'LAD2' bid with Better Homes Yorkshire was successful. This will provide further insulation and energy efficiency retrofit to residents on low incomes.

## Parking Services - Quarter One Performance Summary

Parking Services have largely returned to normal during Q1 2021/22, with usage and revenue figures returning to closer to pre-pandemic levels.

The number of faults raised has increased, but remains low over the period and the increase is proportionate to the increase in car park use.

Our first Electric Vehicle charging points in the Skipton High Street car park have now been operational for a year and have proved successful. Further EV charge points will be installed in Ashfield Settle in Q2, and Coach Street, Skipton in Q3. We have also found that 4 further village sites will be financially viable, pending confirmation of award from the government ORCS scheme.

### Council Plan Progress

● Our EV charging point installation supports the Council Plan action 'Enabling the use of Electric Transport in Craven.'

### Service Performance

#### Pay & Display Income

## £360,276

↑ £307763 up on Q4 2020    ↑ £314368 up on Q1 2020

#### Permit Income

## £40,695

↑ £12,186 on Q4 2020

#### Faults Raised

## 18

↑ 8 higher than Q4 2020    ↑ 1 higher than Q4 2019

#### % Payments made by Card vs Cash

## 47.1%

(Q1 2021)

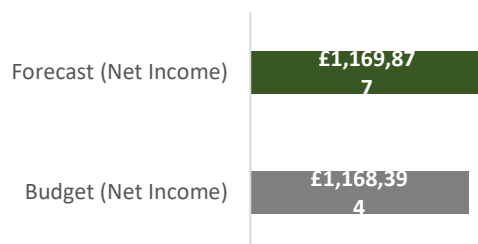
### People

No directly employed staff (enforcement is via shared service contract)

### Finance

#### Forecast Net Income against Budget

Forecast income is £1,483 above budget



### Internal Audit

No outstanding recommendations.

### Contract Management

Enforcement services delivered via a significant shared service contract with Harrogate Borough Council. 3 other contracts in place, either via framework or open competitive tender.

### Risk Management

No specific risks on the Council's Risk Registers

### Climate Emergency Strategic Plan

● EV charging point successfully installed. Usage of the charging point was strong in the first half of 2020/21; further charging points planned as a result. Parking Services also supported the Yorkshire Dales National Park Authority to access ORCS grant funding for EV charge points for villages inside the National Park area.

## Planning - Quarter One Performance Summary

Performance on Major Planning applications has improved since Q4 2020/21. We acknowledge that performance on some other applications is not as it should be. This is covered by a separate improvement plan supported by peer review. The low proportion of minor and other applications being processed within timescales is in part due to the team clearing out a backlog of applications, with a larger number of older applications now being processed. This is likely to continue into Q2, but we hope will have started to improve by Q3.

### Council Plan Progress

- The **Local Plan** was successfully adopted. We have started preparing for the next iteration, with a review to be completed by 2025. We are working on Supplementary Planning Documents and Monitoring Papers which support the Local Plan and its implementation.

### Service Performance

<p><b>Major applications processed within timescale</b></p> <p><b>75%</b></p> <p>15%pts above target    ↑ 25% down on Q4 2020 (3 of 4 applications determined within timescale)</p>	<p><b>Minor applications processed within timescale</b></p> <p><b>42%</b></p> <p>23%pts below target    ↓ 24%pts down on Q4 2020 (37 of 55 applications determined within timescale)</p>
<p><b>Other applications processed within timescale</b></p> <p><b>69%</b></p> <p>11%pts below target    ↑ 3%pts up on Q4 2020 (46 of 71 applications determined within timescale)</p>	

### People

<p><b>% PDRs completed on time</b></p> <p><b>48%</b></p> <p>52%pts below target    ↑ 15%pts up on Q4 2020</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>3.1 days</b></p> <p>5.4 days below target    ↑ 3.1 days up on Q1 2020</p>
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### Finance

**Forecast Net Expenditure against Budget**  
Forecast expenditure is **£129,396** above budget

**£491,631**

**£362,235**

### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

No current contracts on the Contract Register.

### Risk Management

3 risks on the Risk Register are owned by Planning. 1 risk is currently rated **Amber** (Performance below Government targets). An appropriate plan is in place to address this.

### Climate Emergency Strategic Plan

The Planning Policy team lead on a range of activities impacting the Climate Emergency Strategic Plan. Progress on these activities is described in detail in the Climate Emergency Strategic Plan.



## Revenues and Benefits - Quarter One Performance Summary

The team continued to perform well in Q1 2021/22, completing all routine work efficiently as well as supporting some continuing work for Covid-19 funding. Early indications are that tax and rates collections are on track, though this is an early stage in the year. The time taken to process change of circumstances claims was higher than in Q4 2020/21, though still within our 7 day target.

Changes to the processing requirements for new claims have resulted in an increase in the challenge of meeting our existing targets for new claims.

### Council Plan Progress

No specific council plan actions

### Service Performance

**Time to process Change of Circumstances**

**6.1 days**

0.9 days below target    ⬆️ 3 days increase

**Time to process new claims**

**29.2 days\***

8.2 days\* above target    ⬆️ 3.1 days\* increase

**No. Council Tax Support Claims**

**2879**

**Tax and Rates collected**

**29.5%** of Council Tax collected

**26.4%** of Non Domestic Rates collected

### People

**% PDRs completed on time**

**93%**

7%pts below target    ⬇️ down 7%pts on prev. Q

**Ave. days absent through sickness**

**0.38 days**

8.12 days below target    ⬆️ 0.18 days increase

### Finance

**Forecast Net Expenditure against Budget**

Forecast expenditure is exactly on budget (**£243,501**)

### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

No external contracts over £10k.

### Risk Management

4 risks on the risk register are monitored by Revenues and Benefits. All 4 risks have appropriate mitigation in place.

### Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

## Waste Management - Quarter One Performance Summary

The team are successfully managing a transitional period as we redevelop the Engine Shed Lane depot site, and are operating well from the temporary location.

We are also ensuring that our fleet remains fit for purpose for the future, and have purchased some smaller more efficient vehicles with electric components in line with our vehicle replacement programme and the climate emergency strategic plan. These smaller vehicles will also ensure safer operation on narrow lanes and streets.

Recycling rates improved somewhat during Q1 2021 and have returned to above 40%, though still 9% short of our 50% target. In common with most other authorities we have seen a continuing increase in waste volumes; we have now recruited to several vacancies that should allow us to progress with our Waste Education Programme.

### Council Plan Progress

- We are not currently making sufficient progress towards achieving a **50% recycling rate**.
- Our opportunities for delivering a **Waste Education Programme** are now being assessed. The presentation of an options paper to Policy Committee was further delayed and will now be presented in Q2 2021/22.

### Service Performance

<p><b>Residual waste – average volume per household</b></p> <p><b>124.95kg</b></p> <p>30kg above target ↑ 11.45kg increase on Q4 2020</p>	<p><b>% Waste recycled</b></p> <p><b>40.96%</b></p> <p>(estimated)</p> <p>9.0%pts below target ↑ 3.7% increase on Q4</p>
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### People

<p><b>% PDRs completed on time</b></p> <p><b>2%</b></p> <p>98%pts below target ↓ 98%pts decrease on Q4 2020</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>2.5 days</b></p> <p>6 days below target ↑ 0.3 days increase on Q1 2020</p>
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### Finance

**Forecast Net Expenditure against Budget**  
Forecast expenditure is £40,504 under budget



### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

6 contracts over £10k, total value £1.03m p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. Contracts for fuel and vehicle spares have **expired**; a new procurement exercise is **overdue**

### Risk Management

6 risks on the Risk Register are owned by Waste Management. All risks currently have appropriate mitigation.

### Climate Emergency Strategic Plan

- On Track** – 3 actions in place to improve the fuel efficiency of the Waste Management fleet ( ● **Route Optimisation**, ● **Electric Components** and ● **Smaller Compaction Vehicles**). All 3 actions are being progressed.
- Options now being assessed for a **Waste Management Education Programme**

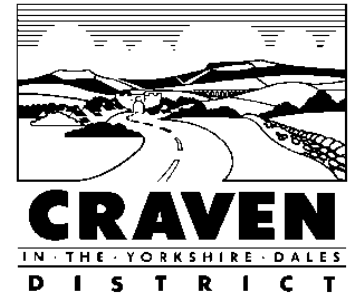
## Central Services – Key Performance Indicators

Assets & Commercial Services	
People	
<p><b>% PDRs completed on time</b></p> <p><b>8%</b></p> <p>92%pts below target                      ↓ 92%pts below prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0 days</b></p> <p>8.5 days below target                      ↓ 0.4 days on Q1 2020</p>
Finance	
<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is <b>£60,501</b> above budget</p>	

Business Support Services	
People	
<p><b>% PDRs completed on time</b></p> <p><b>100%</b></p> <p>On target                      60%pts up from prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0.4 days</b></p> <p>8.1 days below target</p>
Finance	
<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is <b>£114,577</b> below budget</p>	

Legal Services	
People	
<p><b>% PDRs completed on time</b></p> <p><b>0%</b></p> <p>66%pts below target                      ↓ 66%pts below prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0 days</b></p> <p>8.5 days below target                      No change</p>
Finance	
<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is <b>£25,525</b> below budget</p>	

Human Resources	
People	
<p><b>% PDRs completed on time</b></p> <p><b>50%</b></p> <p>50%pts below target                      ↓ 50%pts below prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0 days</b></p> <p>8.5 days below target                      No change</p>
Finance	
<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is <b>£4,995</b> over budget</p>	

**Policy Committee****Date 19 September 2021****Parking Services Strategy Refresh****Report of the CIO and Head of Assets & Commercial Services****Lead Members – Councillor Mulligan****Ward(s) affected: All****1. Purpose of Report**

1.1 To set out a revised parking strategy covering the period 2021 – 2026 to reflect both recent changes to the economic climate and recent changes to service delivery, as well as looking forward in anticipation of changes to the transport industry and trends.

**2. Recommendations – Members are recommended to:**

2.1 Recommend to Council the Refreshed Parking Strategy for 2021 – 2026.

**3. Report**

3.1 Craven District Councils previous parking strategy was produced in 2014. The new parking strategy covers the period 2021 – 2026 to reflect both recent changes to the economic climate and recent changes to service delivery, as well as looking forward in anticipation of changes to the transport industry and trends. The strategy will help the Council to plan its current and future parking provision and service management requirements.

3.2 This strategy aims to provide a platform for determining future demand and potential supply of car parking provision within the District with reference to a range of users and to look at how this can be met without detriment to the environment or economic vitality and viability of Craven District.

3.3 Craven District area is quite unique in its geography. It is made up of 3 main visitor locations, Skipton, Settle and Ingleton, with other towns/villages such as Bentham, Gargrave and Crosshills that all provide residents and visitors with a very varied experience.

3.4 Parking availability for all type of vehicle is an important factor in determining how people travel. It also influences the vitality and viability of town centres. However, the capacity of the roads and the provision of car parking space to meet this demand are neither practical nor sustainable. Notwithstanding that, accessibility to town centres must be maintained to assist in maintaining

economic prosperity. It is only towns with high inner-city quality and good alternative forms of accessibility that can afford to limit the access of cars to the centre of towns. Because of Cravens rural location, this will probably never happen as alternative transport such as bus travel is subject to cuts to existing services. The Council will therefore look to more sustainable transport provisions to ensure Craven as a district remains a thriving area for residents, visitors and businesses.

- 3.5 Since the previous strategy several upgrades to parking services have been made, Two rapid Electric Vehicle Charge Points(EVCP) have been installed on the High Street Car Park in conjunction with Osprey(formerly Engenie) They have proved very popular and Osprey have confirmed that the High Street is the third best performing site in their portfolio. We are again working with Osprey to provide further EVCP rapid and fast chargers in Settle on Ashfield car park and on Coach Street in Skipton.
- 3.6 Several car parks have been fully or partially relined. These include Coach Street, Moorfoot Lane at Cononley, Milligans Field and Hall Street at Crosshills and Main Street car park at Farnhill. Other car parks have had disabled bays and the pop and shop bays in the High street, Coach Street and Ingleton Community Centre refreshed.
- 3.7 The machine replacement programme is virtually complete. The only car park that is waiting for a replacement machine is Backgate car park at Ingleton. This has been ordered but there is an 8-10 week wait from ordering to installation. The machine will accept both coin and contactless payments. The replacement was put on hold until a decision had been made with regards the site being used for housing.

#### **4. Financial and Value for Money Implications**

- 4.1 The Parking services Strategy has been prepared to support the Council Plan, and the Council's Long-Term Financial Strategy and to aid the environmental sustainability of the District.

#### **5. Legal Implications**

- 5.1 The Councils legal team have ensured that the Parking Place Order(PPO) is fully compliant with legislation and guidance set out by the Government and British Parking Association.

#### **6. Contribution to Council Priorities**

- 6.1 The proposals in this report supports the Council's priority of 'Financial Resilience' by ensuring the Council remains sustainable and delivering an essential front line service. The proposal also supports maintaining an effective and modern Infrastructure which supports all the priorities and actions that form the Council's key priorities.

#### **6.2 Impact on the declared Climate Emergency**

The Electric Vehicle Charging Point installations described in this strategy form a key part of Craven's commitment to develop a viable public charging infrastructure across the District.

Installation of further cycle parking facilities in the Council's car parks will contribute to modal shift towards active travel.

**7. Risk Management**

7.1 The strategy deals with the need to adequately maintain the facilities to a good standard in order to mitigate any public risk in using said facilities.

**7.2 Chief Finance Officer (s151 Officer) Statement**

**7.3 Monitoring Officer Statement**

The Car Parking Strategy forms part of the Council's Policy and Budget Framework and will therefore be referred to a meeting of Council for adoption.

**8. Equality Impact Analysis**

8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender •race/ethnicity •religion or religious belief (faith) •sexual orientation, or •rural isolation.

**9. Consultations with Others**

9.1 The updated strategy has been reviewed by the Corporate Leadership Team, Property Manager and the Parking Manager.

**10. Background Documents**

10.1 None

**11. Appendices**

- Appendix 1 – Parking Service Strategy 2021 - 2026

**12. Author of the Report**

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E-mail: [dmaycock@cravendc.gov.uk](mailto:dmaycock@cravendc.gov.uk)

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



# Parking Services Strategy 2021-2026

**Craven District Council**



*Mission Statement:*

*“To provide an excellent quality parking service, efficiently managed in balance with the needs of all users”*

[www.cravendc.gov.uk](http://www.cravendc.gov.uk)

**Craven District Council**

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# 1 INTRODUCTION

## 1.1 Purpose

Craven District Councils previous parking strategy was produced in 2014. The new parking services strategy will cover the period 2021 – 2026 to reflect both recent changes to the economic climate and recent changes to service delivery, as well as looking forward in anticipation of changes to the transport industry and trends. The strategy will help the Council to plan its current and future parking provision and service management requirements.

This strategy will aim to provide a platform for determining future demand and potential supply of car parking provision within the District with reference to a range of users and to look at how this can be met without detriment to the environment or economic vitality and viability of Craven District.

## 1.2 Background

Indications continue to show that private car use is increasing and will do so for the foreseeable future, especially with regard to the demand for access to town centres, visitor attractions and access to Electric Vehicle Charging Points(EVCP). Parking availability of any type of vehicle is an important factor in determining how people travel. It also influences the vitality and viability of town centres. However, the capacity of the roads and the provision of car parking space to meet this demand are neither practical nor sustainable. Notwithstanding that, accessibility to town centres must be maintained to assist in maintaining economic prosperity. Only towns with high inner-city quality and good alternative forms of accessibility can afford to restrict access by private car. That said, cars should not be seen as the only means of transport and there is a balance to be struck between providing and restricting car parking, in turn balancing environmental protection, economic growth, accessibility, health improvement and social inclusion.

In more rural areas, such as Craven, recognition needs to be made that effective alternative transport methods may never be possible e.g. bus services, which face constant threat in rural areas. Private cars will, therefore, remain the primary travel option for many people.

The development of a parking strategy needs to take into account a number of factors:

- Consideration of all users e.g. residents, shoppers, visitors, local businesses, and workers
- Contribution to the vitality and viability of the town centre by providing more short stay than long stay parking
- Regulations to be implemented and enforced effectively
- A revenue surplus required to allow for re-investment

- Appropriate charging that meets with the Council's overall aims for finance, and quality of provision

This strategy will consider each of the following facets:

- Designated off-street car parks
- Disabled parking provision
- Coach parking provision
- Taxi waiting areas
- Electric Vehicle Charging Points
- Motorhome overnight parking provision
- HGV overnight parking provision
- Integrating cyclist parking

In considering the above, the effects and impacts of a number of variables will be considered, in both the short and longer-term, as follows:

- Capacity, location and need of off-street parking provision
- Car parking tariffs
- Demand for car parking, both current and future
- Environmental impacts
- Utilization of car park space in and out of core hours

### **1.3 The Vision for Parking Service Delivery**

The vision for the Council is that; the Council will provide an excellent quality parking service, ensuring that parking provision is effectively managed to balance the needs of shoppers, visitors, workers and residents.

To this effect the Parking Service will operate to the following principles:

- To provide a high quality service for all its customers
- For key users to have good access to the service centre
- Provide a high quality enforcement regime controlling illegal parking
- To meet the changing demands for powering vehicles with sustainable infrastructure

### **1.4 Developing a Parking Services Strategy**

The key question for developing a car parking services strategy is “how can parking in service centres be managed to best support the local economy and the needs of the residents and visitors?”

1. Parking is a service, and the service has to be managed properly. A “free for all” i.e. no restrictions, no charge and no enforcement approach is not an option in good management
2. A good quality service will meet the needs of its customers, e.g. shoppers, visitors, workers and residents. The parking stock needs to be allocated to meet the differing needs of customers. Correct allocation will ensure the stock is used efficiently, both reducing underused locations and reducing the pressure on the most popular sites. Effective enforcement will be a key element.
3. It is important to acknowledge the role parking plays in the economic vitality of a centre. However, of equal importance, parking must be acknowledged as only one element affecting whether people visit a centre or not. The town’s competitiveness will depend on many factors including quality of shopping experience, the proximity of competing centres and the quality of other attractions within/close to the centre.
4. Where possible the parking services strategy should aim to integrate with wider transportation strategies. By doing this other appropriate measures can be considered to improve access to centres through other modes of transport, e.g. cycle parking. This will encourage those that are able to use alternatives to do so, freeing up parking spaces for the many that do not, and may never, have alternative modes of travel available to them.
5. A clear appreciation of the broad customer expectations needs to be understood i.e.:
  - A car park available in a convenient location, good quality and well signposted
  - A parking space available to park for as long as required
  - A well laid out car park that feels safe e.g. well litCost is fair, reflecting the quality of the facility, although it is important to note that for many cost is the least important consideration. This is particularly the case for visitors and to a lesser extent for shoppers. However, workers will usually seek cheaper locations, although these are likely to be more remote.
6. Meeting the requirements of customers can be broken down as follows:

*Residents who live within the service centre*

  - Close to home as possible parking mainly late afternoon, evening / weekends
  - Will not want their street full of other peoples vehicles

*Shoppers*

  - Needs will vary depending on shopping experience available within the centre
  - The larger the centre the longer the stay
  - The shorter the stay, the closer the shopper will want to park

*Visitors*

  - Day visitors to a tourist destination may require 3-5 hours parking

- Will require clear directional signage to the car parks and then from there to the visitor attractions

*Local businesses*

- As well as servicing and deliveries, local businesses will often look for parking schemes available for their staff.

*Workers*

- Full or half day parking provision at as little cost as possible
- Low paid workers may try and find “free” parking away from car parks

To meet all of the aforementioned requirements the parking service should, where possible and practicable, implement a:

- Integrated management of all parking provision including on-street parking
- Well-structured charging regime
- Charging structure that reflects the needs of the individual towns
- Charging structure that reflects the needs of the parking user

Ideally, to achieve the above to its fullest extent, parking services needs to provide:

- Short stay, off-street parking closest to the central shopping areas, ideally with maximum stay of, say, 2 hours
- Short and medium stay parking further from the centre for longer trips and in tourist centres conveniently located for the attractions
- Long stay parking at a greater distance with tariffs set to suit both full and part time workers, including parking schemes for local businesses
- Where circumstances demand, residential permit parking arrangements
- Clear directional signage

In all cases the charges would need to be set at a level that reflects the nature of the town and at a level which will ensure proper management of the parking service whilst not having an adverse effect on the local economy.

## **2 STRATEGIC AIMS & OBJECTIVES**

### **2.1 Strategic Aims**

1. Provide good quality public car parking facilities appropriate to service the needs of the main service centres across the District.
2. Recognise the different characteristics of the main service centres of Craven District and liaise with key partners (business, Parish Councils, Chamber of Trade etc) in providing car-parking services appropriate to local circumstances.
3. Seek to support the vitality of service centres and local businesses through the provision and management of appropriate car parking, while recognising that car parking provision can be an important tool to help manage traffic.
4. Reduce the burden on the taxpayer and shift the cost of car parking provision towards the service users and manage the Council's car parking assets in a cost effective manner.
5. Develop the utilisation of car park space both in and outside of core hours.  
These themes have been selected for;
  - Their importance as key transformation drivers for the Council; and
  - Their alignment to the Council Plan and core strategies; and
  - Their alignment with the vision for digital service delivery.

### **2.2 Strategic Objectives**

**Objective 1** – Ensure that the car park service is developed and delivered on the basis of good information on car park usage and customer needs.

**Objective 2** - Ensure that car park services are being carried out to a high standard in terms of economy, efficiency, safety and effectiveness.

**Objective 3** – Maintain a charging structure that maximises the use of existing car parks, whilst managing a balance between economic, environmental and traffic management objectives.

**Objective 4** – Ensure adequate provision for those with particular requirements.

**Objective 5** – Contribute to the environmental sustainability of the District.

**Objective 6** – Provide a cost effective enforcement service.

**Objective 7** – Continue to audit and review the level of parking availability in Craven District and plan accordingly.

**Objective 8** – Ensure a cost effective and efficient car park management regime

### **3 CONTEXT**

According to the 2011 census the population of the district was 55,409, a 3.3% increase since 2001. The District has a population density of 47 people per square kilometre, placing it within the top ten most sparsely populated areas in England (the average for the country as a whole is 245 people per sq km).

The District is served by transport links, as well as by roads, the District is linked to the rail network via the Leeds-Skipton-Carlisle route (incorporating the Settle-Carlisle railway), and the Leeds-Skipton-Lancaster-Morecambe route. These routes offer services within and beyond the District. Skipton is the terminus for the Airedale line from West Yorkshire. A direct return train service to London Kings Cross operates from Skipton.

There is a range of national, regional and local policy that is relevant to parking, promoting the vitality and viability of town centres, assisting residents and businesses and seeking to minimise the impact on Climate Change. Local authorities should seek to provide parking that is convenient, safe and secure for all modes of transport.

#### **3.1 National**

In 2019 the Government published its new National Planning Policy Framework. Section 9 of the Framework entitled Promoting Sustainable Transport refers to parking provision as follows:

- 3.1.1 Transport issues should be considered from the earliest stages of Plan-making and development proposals, so that:
- The potential impacts of development on transport networks can be addressed
  - Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated
  - Opportunities to promote walking, cycling and public transport use are identified and pursued
  - The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
  - Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.
- 3.1.2 Planning policies should provide for high quality walking and cycling networks and supporting facilities such as cycle parking (drawing on Local Cycling and Walking Infrastructure Plans)

3.1.3 Planning policies and decisions should recognise the importance of providing adequate overnight lorry parking facilities, taking into account any local shortages, to reduce the risk of parking in locations that lack proper facilities or could cause a nuisance. Proposals for new or expanded distribution centres should make provision for sufficient lorry parking to cater for their anticipated use.

## 3.2 Regional

The North Yorkshire County Council (NYCC) Parking Strategy (Oct 2011) states:

*“Successfully managing on-street parking provision has a major impact on the transport network. The benefits include:*

- *Reducing congestion*
- *Improving localised air quality*
- *Improving road safety*
- *Maintaining access to and encouraging use of public transport*
- *Balancing on and off street parking supply and demand*
- *Helping businesses with collections and deliveries*
- *Enabling residents to park near to their properties”*

The NYCC Parking Strategy, in its key principles, goes on to describe the importance of the relationship between on and off street parking:

*“As previously stated the County Council has no direct control over the provision of off-street parking. Nevertheless, there is a commitment to joint working with district councils and other partners to ensure that on and off street parking provision complement each other.*

*Effective on-street parking management measures help to balance on and off street parking supply and demand. The inter-relationship should encourage drivers to park in designated on-street spaces for short visits and deter those wanting to park on- street for longer periods. This creates more available designated on-street spaces and helps to ensure that the provision is used by the intended categories of user namely short stay visitors, shoppers and disabled drivers.”*

*“7.4 A study by the Transport Research Laboratory identified a common misconception that providing as many parking spaces as possible is the best way to manage parking so as to maximise access. Rather, the key is to ensure that the parking stock is used efficiently so that the availability of spaces matches demand wherever possible. The effective management of parking provision is therefore as important as the absolute number of parking spaces provided.*



*7.5 There is a potential conflict between using parking as a means of facilitating car use, and as a means of selectively controlling car accessibility (and thereby car use). In North Yorkshire a balanced approach is required to meet the needs of different*

*communities. The rural nature of the county means many people rely on the car to access key services and sufficient parking provision at certain locations is therefore required. However, where viable alternatives to the car exist, on-street parking provision will be managed to encourage use of these alternatives.*

*7.7 Many people fear that making changes to the way that parking is managed, including new parking charges, will adversely affect an area's economy. However, the limited evidence which does exist suggests it is the broader retail, commercial leisure or tourism offer which is the primary factor affecting a town's competitiveness, not the provision of parking. There is no evidence that visitors use alternative destinations more."*

### **3.3 Local**

Craven District Council has produced "The Council Plan 2020 and Beyond"

The Council's vision is:

**For Craven to be an increasingly prosperous place with strong, vibrant communities that celebrate their unique rural and urban settings, and where all residents enjoy a good quality of life.'**

**The plan's visions are:**

**Carbon Neutral Craven** – Facilitating economic growth in a low carbon Craven

**Supporting the Wellbeing of our Communities** – Developing vibrant, connected and healthy communities

**Attracting and retaining younger people** – Create a district that attracts people of a working age to live and work

**Financial Sustainability** – Ensuring a self-sustainable Council

The Parking Services Strategy will work towards a Carbon Neutral Craven – with the introduction of further EVCP across the district, this will aid the use of electric vehicle transport and thus helps to support the wellbeing of our communities, by attracting owners of electric vehicles, who may not usually visit, due to not being able to charge their vehicles.. This in turn links to helping to improve the economic vitality of Craven's market towns and villages.

### **3.4 Settlement Hierarchy**

It is generally recognised that different policy levers are relevant and effective in different circumstances. In particular, size of settlement and the nature and role of its commercial centre significantly affect the nature of parking demands and options for its supply and management. A settlement hierarchy can assist in applying different policy levers. The hierarchy for settlements in Craven consists of:

Large Market Town - Skipton Market Town – Settle, Bentham  
Rural Centre – Ingleton, Crosshills, Gargrave,  
Rural villages - Hellifield, , Cononley, Farnhill

It is through this hierarchy that the car parking strategy will be developed for each area of the District.

### **3.5 Modal Shift**

A shift to increased bus use could be difficult in a District like Craven due in places to the coverage but also the timing of many of the local bus services from the rural areas makes it impossible for many to use the bus to travel to work. This is a similar situation with train travel especially in the north east of the district where no train service exists.

A shift towards walking and cycling can also be extremely difficult to achieve within a rural setting. The most likely achievement for this will come from residents located close to the service centre where accessibility is within easy reach. Whilst these people make a valuable contribution to modal shift and indeed to the sustainability objective, the level of car ownership is expected to continue to grow especially in the most rural parts of the District. The Council are committed to improving the experience of cyclists whilst visiting the Craven District.

## 4 PARKING PROVISION

Craven District, particularly Skipton, includes a range of car parking provision, not just those provided by the District Council. In addition to those owned by Craven District Council, there are publicly available car parks owned and operated by others, for example in Skipton there is a euro park to the rear of House of Fraser, which operates on a pay to park basis, and on busy weekends and bank holidays the local Rotary club operates a pay to park car park from the Skipton Building Society car park at their office premises on the Bailey. During the week this car park is private for the sole use of the Skipton Building Society employees.

As well as publicly accessible car parks there are a number of private usage car parks that make a significant contribution to the overall parking provision for the area. Again examples of these are most prominent in Skipton with the car park provided at the HML premises on Gargrave Road for the use of HML staff during work hours and Skipton Auction Mart, providing a valuable level of parking for auction days. However, both of these car parks have been used for parking when there are large scale events taking place in the town centre. On these occasions park and ride schemes are often operational.

Skipton Castle has a 200 vehicle car park which Skipton Building Society use some of the spaces Monday to Friday with the general public using the other bays available. It is fully open to the public on a weekend.

As well as its car parks Craven District Council owns a large number of other land holdings comparative to the size of organisation of varying sizes and uses. As part of its land holding review process it is vital that the authority includes its car park stock in that process.

### 4.1 Skipton

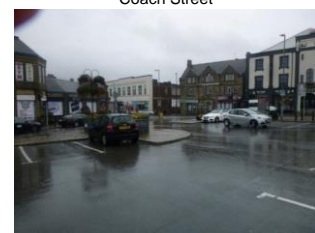
It is considered that the car parks in Skipton are, at present, appropriate for the size of town they service and considered an asset due to their purpose, functionality and value for money in operating.

However, Skipton does present challenges in both coach and taxi traffic parking.

The Council lease part of the auction mart as an overflow car park for coaches as the High Street Car Park only has provision for 12 coach bays.



Coach Street



Waller Hill



High Street



Cavendish Street



Bunkers Hill

## 4.2 Settle

Settle is the Districts second largest town centre and as such it is vital to include car parking provision within the town centre.

All three of the Council's car parks are located within or directly adjacent to the town centre. There is only access for HGV's from the B640 along Ingfield Lane into the car park.

There is no access for HGV through the town centre.

Since disc parking has operated on the Market Place, with a limited stay, Greenfoot car park has seen an upturn in useage.

Some of the parking sites in Settle are under review for future use.



Ashfield



Whitefriars



Greenfoot

## 4.3 Ingleton

The Council's main car park in Ingleton is the Community Centre car park. This is a well-used car park, although the Community Centre's free use of the facility contributes significantly to the utilisation of this car park. It is considered that the Community Centre car park should be retained and presents a support mechanism to the local economy.

Backgate site is under-utilised but has seen an upturn in use since the pandemic. Planning permission was refused on the site and it will continue to be used as an overflow car park. Wagons use the car park on an evening.



Community Centre



Backgate

#### 4.4 Bentham

There are essentially four car parks in Bentham. All of which have been provided free of charge. This has posed a maintenance capability issue for the Council. The main town centre car parks, Grasmere Drive and Cleveland Square are very well used and the Council has thought in the past about the introduction of pay and display charges on the car park. However due to the present climate then the Council will continue to provide free parking. This should have a positive impact on the vitality of the town and assist in the recovery of the local High Street in an already difficult climate. The Council will however keep the parking provided under review.

Lairgill car park on the edge of town would still be free of charge, to counter the loss of parking for commuters and long stay parkers, should charges be introduced in the centre of town.

In addition to owning its own car parking sites, the Council is in a very unusual position of leasing a site in Low Bentham, away from the town centre to provide an additional car park, which is primarily used by local residents who lack parking outside their homes, and village hall users. The Council pays for the running and maintenance costs of providing this car park as well as incurring an annual lease fee. The Council should review its provision of this car park, study the lease terms and undertake an assessment on whether to end its agreement with the landlord when the lease/break clause will allow, which is 2025.



Lairgill



Grasmere Drive



Harley Bank



Cleveland Square

#### 4.5 Gargrave

Gargrave is a small service centre and the Council currently holds 3 sites as car parks within the village, which have traditionally been free of charge. The North Street car park is well used by visitors of the village, however, it is understood that many of these visitors are long stay parkers who use Gargrave as a base to park and walk. It has been suggested in the past to introduce pay and display charges in to the car park. However at the



North Street

moment the Council is committed to helping local villages and High Streets to recover and become vibrant areas that visitors want to visit and spend time exploring the area. There are no plans at the moment to introduce charging, but this will be kept under review.



West Street

The West Street car park on the other hand is mainly utilised by local residents. Consideration in the future should be given to the introduction of a residents pay for parking permit scheme, which would contribute significantly towards the running costs.



Water Street

The car park on Water Street is very small only having space for 7 vehicles and introducing pay and display charges would not generate enough revenue to be considered as viable.

It is recommended the Council review the site in accordance with the Councils Asset Management Plan.

#### 4.6 Hellifield

The car park at Hellifield, which is free, is adjacent to the pub car park.



Hellifield

It is recommended that the Council carry out a review of this site in accordance with the Council's Asset Management Plan criteria.

#### 4.7 Crosshills

One of the car parks in Crosshills (Milligans Field) is part owned by the Co-op and therefore well utilised, as is the second car park (Hall Street) on the opposite side of the road. Hall Street Car Park underwent extensive refurbishment, including resurfacing, lining and new seating. Being currently free these car parks are open to abuse by neighbouring businesses, that tend to use the car parks to lay over vehicles, which in turn impedes the ability of shoppers to the centre to be able to park.



Milligans Field

As Crosshills is a busy service centre these car parks should be managed to encourage turnover of space for visitors and to support the local economy. It could be considered by the Council to make both car parks a maximum stay of 4 hours, this would facilitate a greater



Hall Street



turn over of vehicles thus helping the local High Street economic recovery.

#### **4.8 Cononley**

Situated on Moorfoot Lane, the Council owns a small, area of land that is used by local residents as a parking area which will hold 10 vehicles.

It is sandwiched between a narrow lane and residential properties the land has little potential for alternative uses. It would not be cost effective to introduce charges.



Moorfoot Lane

#### **4.9 Farnhill**

The Council owns a small piece of land in Farnhill that is used by local residents as a parking area sufficient for no more than 9 vehicles.

It would not be cost effective to introduce charges.



Farnhill

## **5 SUPPLY AND DEMAND**

The Council should use the Car Park Strategy as a catalyst to appraise and plan for the future accordingly. This will be completed in conjunction with Economic Development as master planning and project development takes place.

In the short term, capacity will not be an issue in any of the Council owned car parks. In fact, as set out elsewhere in this strategy, there is a case for rationalisation of some car parks in certain areas. In the medium term, subject to the economic climate and town centre vitality, there is a high probability that the capacity for Skipton may need to increase if investment into the town continues to take place. In reviewing Skipton it would be useful to include a review of the taxi rank facilities on Waller Hill car park/taxi rank and the coach parking, which is currently accommodated on the High Street car park through the provision of 12 coach parking bays.

Between 2015 and 2021 the Council has replaced all pay and display machines and all machines will accept Coin, Card and contactless payments. This has afforded the public much greater flexibility when paying for their pay and display tickets.

The machines are connected to a back-office management system, which allows much greater control of data, and allows for the reporting of faults/repairs if needed, in a faster response time.



## **6 MANAGEMENT AND RESOURCES**

The management of off street parking in the district falls into two broad categories. Firstly, the enforcement of parking (i.e. the public face of the service) and secondly, the back office management which assists the enforcement function as well as the day to day management, of issues such as permit applications and customer queries. Managing the Pay and Display machines, in terms of cash collection, planned and reactive maintenance, as well as monitoring the status of machines also falls within the day to day management function. In addition the Council allocates resources to physical maintenance of car parks, again on a planned and reactive basis.

The Council has a finite amount of resource available and the Car Parking Service is included in limitations on resources. The Council should, therefore, be seeking to operate the car park service as efficiently and effectively as possible, including taking advantage of back office software management systems which in essence can provide a system to:

- Monitor Pay & Display terminals to:
- Immediately identify when a machine develops a fault, the nature of the fault and generates alerts accordingly
- Generates alerts if batteries are running low
- Generates alerts if ticket stock in the machine is running low
- Provide instant financial information
- Provide statistical report on, for example, usage
- Provide periodic income reports
- Enhances cash collection process with electronic audit tickets

Such systems will ultimately save on staff resource by allowing for the limited resources available to react to specifics rather than having to undertake regular physical checks across the P&D machine stock (almost spanning the entire length of the district) to ensure machines are working correctly and stocked with tickets.

## **7 PARKING ENFORCEMENT**

In May 2013 the Council transferred its parking enforcement over to Civil Parking Enforcement (CPE) to dovetail with the introduction of CPE on-street by North Yorkshire County Council. Working with North Yorkshire County Council, the Council agreed that with the introduction of CPE the most cost effective method of delivery was through an authority that already operates the scheme. As a consequence, the enforcement operation has been contracted to Harrogate Borough Council with the introduction of CPE.

CPE is now consistently applied across both on-street and off-street parking throughout the District, which is the best scenario from a user perspective. It has proved successful and Harrogate Borough Council have been contracted until 30th May 2023 to continue providing Enforcement.

## **8 STOCK CONDITION**

### **8.1 Car Park surfaces, boundaries and peripheral infrastructure**

The condition of the Council's car parks varies depending on usage and whether they are pay & display or free car parks. In order for the Council to provide a good quality parking provision across its entire stock, investment should be considered for all car parks on the same merit. However, by the same token, all parking stock should generate an income to cover the costs of their repair and maintenance. It would be too simplistic to consider past costs in isolation as the true amount of investment required has not been spent and therefore not reflective of true cost for the Council to operate. A charge for car parking is not only the best way to manage parking turnover, but also the best way to maintain good quality parking stock.

### **8.2 P&D Machines**

All the Council's Pay and Display machines have been replaced between 2015/21 and have maintenance/servicing contracts in place. This has minimized the amount of time and cost that was incurred on adhoc repairs and faults. All machines are linked to a back office system, thus providing far greater control and enable parking services to be a much robust service.

### **8.3 Tariff Boards**

A comprehensive tariff board replacement programme has been undertaken in the past 4 years and the tariff boards on the pay and display car parks are compliant with CPE. Non pay and display car parks have also had new welcome boards erected. It is vital that any changes to car parking orders include the replacement of tariff boards and this action should be included in an amendments checklist.

### **8.4 Signage**

Good directional signage from the outskirts of the town through the centre to the car parks is essential for visitors to the town. Good directional signage may help in reducing the number of vehicles parking on street, in residential areas, which can become a source of frustration to local residents. It is noted that the Council has recently reviewed its directional signage within the Craven District, together with North Yorkshire County Council and it was agreed that the directional signage on the approaches to the town centres were adequate, some additional signage has been added to the town centre in both Skipton and Settle.

## 8.5 Tariff Review

Local Authorities are able to provide and charge for the provision of car parking spaces. There are however, conflicting views over the charging element. A common topic of conflicting viewpoints is whether parking should generate the maximum income possible or be subsidised to the perceived benefit of local traders and users, in many cases not local tax payers. That said there is a strong demand for public car parking, with local authorities well placed to deliver the provision and should make best use of their assets by charging a fair market rate for their use, in accordance with audit advice.



Tariff structures and their appropriateness are extremely important in managing parking provision. They can be instrumental in matching supply to demand by controlling durations and turnover, deterring or preventing certain user groups, e.g. Commuters or making specific provisions for categories e.g. local workers

It is generally acknowledged that charging for car parking is accepted by motorists and the charge, to a greater degree, unlikely to affect where users will park. The choice of site is usually determined by convenience rather than cost. In setting charges, the Council should consider how they will:

- support the economic vitality of the centre
- Make best use of the Council's assets
- Recover costs and thus maintain and improve the asset

It is considered necessary for Craven District Council charges to be comparable on the basis of similar settlements in order not to encourage excessive out migration to neighbouring authorities. A review of charges, shows that Craven is currently comparable with towns of a similar size and visitor offer.

Notwithstanding that, Skipton's closest neighbours, Ilkley and Keighley both offer cheaper parking tariffs, but the size and/or offer of both these towns are not comparable. Future charging reviews should follow a similar process of comparison to measure Craven against its neighbours to ensure car parking prices are not a motivation for visitors to go elsewhere.

Skipton has a pop and shop scheme on its High Street and Coach Street car parks to encourage local residents to use local shops. It allows 30 mins parking for a 20p tariff. Pop and shop bays were also introduced on the Community Centre Car Park in Ingleton in 2017 as part of Ingleton regeneration programme. A 45 min stay is 20p.

## **8.6 Layout review**

The Council has previously undertaken some ad-hoc and limited layout reviews on some of its car parks, however, this should be a regularly programmed activity seeking to review each car park to determine if there are any opportunities to revise access, circulation or bay layout to increase capacity and/or improve movement around the car parks thus contributing a minimisation of traffic issues on the highways. This can be particularly useful where demand profiles show that an imbalance between demand and supply is small and therefore such a review could meet the increased demand through this action alone.

## **8.7 Coaches**

Within Craven District coach parties are a very distinct element of car park user on Skipton High Street car park. The Council currently provides parking spaces for:

- 12 coaches in Skipton's High Street car park
- 5 coaches in Settle, whitefiars car park
- 10 coaches in Ingleton's Community Centre car park

For both Settle and Ingleton it is considered that there is an over provision of coach parking spaces as they are rarely full in Settle, but both Lloyds and Natwest bank pay to park their mobile banks in the coach bays on Monday and Wednesday in Settle. However, the opposite could be said for Skipton, with the height of the summer season estimating upwards of 80 coaches visiting in one day.

Coach overflow in Skipton currently drops passengers off in the High Street car park, leaving the car park, laying over either at Skipton Auction Mart, under an arrangement the Council has with the Auction Mart, or in laybys on the periphery of the town centre, returning to the High Street car park to pick up passengers before moving on to their next destination.

Due to the limited number of coach parking spaces, no designated drop off points and limited staff resource to manage the coach movements, the Council should undertake a holistic assessment of all its parking provision in Skipton to assess whether improvements could be made to coach parking and management.

In addition, assessments of the Coach Parking provision in both Settle and Ingleton should be carried out to ascertain the potential positive results of reducing the number of coach parking spaces.

## **8.8 Taxi's**

Taxi's provide a valuable service in rural areas, especially for those who do not have access to a private car. This is particularly prevalent in Skipton where the main taxi rank is situated in Waller Hill car park, adjacent to the bus station and centrally located for the town centre.

Whilst the location of the taxi rank is ideal, the area of the rank is in itself too small for the number of taxi's waiting. This can lead to taxi's parking around the perimeter of the car parking spaces on Waller Hill car park which are laid out in a semi-circle. Such a situation reduces capacity for private car users and can cause frustration for drivers looking to park in Waller Hill car park.

Taxis have also started taking up spaces on Hall Street car park, reducing capacity for private car drivers who use this whilst shopping in the area.

The council should include the provision of the taxi rank in its holistic assessment of car parking provision in Skipton to ascertain whether a larger area can be designated for the taxi rank, without compromising the number of car parking spaces that service the town centre.

## **8.9 Permits**

The Council operates a permit scheme for residents, non-residents and businesses. Business permits are available as long stay permits that can be purchased by a business for use by its staff and/or visitors of Skipton, Settle and Ingleton.

Craven residents/nonresidents can purchase a residents permit, which provides them with a preferential rate and a range of maximum stay options from up to 2 hours to unlimited parking.

The Council regularly review the prices together with the aims and objectives of the parking services strategy for the permit scheme. It is understood that charge reviews

are carried out as part of the Council's fees and charges setting annual process. It would also be beneficial to undertake an up to date study to compare Craven's permit scheme charges with those of other similar towns e.g. market towns.

To encourage further take up the Council should consider investing in a periodic marketing campaign to promote the permit scheme.

## 8.10 Disabled Parking

Wider spaces for disabled motorists are provided in the vast majority of the Council's pay and display car parks, where appropriate to do so, with provision being consistent with the Equalities Act requirements.



It is of vital importance that disabled spaces are located with as much convenience as possible to the users destination, payment mechanisms should be accessible and consideration should be given to user friendly methods of payment as well as pay and display machines e.g. pre-paid scratch cards, contactless payment etc. Pay & display machines will need to be located in disabled friendly locations and be disability compliant meeting the British Standard to do so. However, pre-paid scratch cards are a good way of easing the time and possible physical aspects of obtaining a ticket from a machine that could remain a barrier for certain categories of disability.

In addition, it must be acknowledged that for many disabled users it can often take a longer period of time to get to and from their activity within the town centre and this should be acknowledged in the pricing structure for disabled users.

In 2012 Craven District Council introduced pay & display parking charges for disabled users. Following a further review of these charges the Council approved changes to the fees to bring them all in line with standard space charges. It is up to each individual Council as to whether Blue badge holders have to pay for their parking and Craven are seen by some blue badge holders as being unjust in choosing to charge. However, the blue badge scheme is about the mobility of the disabled person not the financial position of the person. With this in mind, the blue badge holder is entitled to 30 mins extra parking time if they have opted to purchase a 20p pop and shop pay and display ticket and all other tariffs are entitled to an extra hour on the expiry time of the ticket purchased.

## **9 MAXIMISING USAGE**

The car parks owned and operated by the Council are valuable assets and it is of vital importance that the Council continue to develop and improve the services and facilities available from the car parks, maximising usage as far as possible, to help support the maintenance of them into the long term future. For example, the Council already facilitates business, residents/non-residents parking permit schemes and this provision should be enhanced and promoted as far as possible.

### **9.1 Additional Complimentary usage**

The Council should further investigate the merits of providing paid for pitches in the car park for vendors to trade from. Car parks invariably include areas that cannot be marked out as parking bays and would otherwise be dead space. Utilising these areas that would be attractive to vendors due to the high footfall in car parks would make a significant contribution to the maximisation of space use within the car park and also contribute to the income derived from the asset.

The Council are also looking to install some secure cycle lockers to encourage cyclists to use the town and its amenities, knowing that their bicycles are securely stored.

### **9.2 Electric Vehicle Charging Points (EVCP)**

The provision of pay to use electric vehicle charging points (EVCP) have been installed on the High Street Car Park. This was done with very little cost to the Council as the firm Osprey, previously Engenie, provided all the equipment and ground work for the EVCP to be installed. It has proved very popular and Osprey have said it is the 3<sup>rd</sup> best performing site of theirs. The Council are looking to install a rapid and a fast charger at Ashfield car park in Settle and a further 2 rapid chargers at Coach Street car park, again with Osprey providing all the equipment and groundworks.

The Council are hopeful to install fast chargers at Ingleton - Community Centre Car Park, Gargrave - North Street Car Park, Crosshills - Milligans Field Car Park and Bentham – Grasmere Drive Car Park. This will be partially funded by the Council and by the Office for Low Emission Vehicles(OLEV). The council providing 25% of the cost and OLEV providing a grant of 75% of the costs. This scheme has been operating since 2019 in the Yorkshire Dales National Parks(YDNP) and has proved to be very popular. It enables visitors to spend a few hours in the area, enjoying all the local amenities, whilst charging their vehicles.



### **9.3 Motorhome Bays**

Generally, the Council's car parks are not maximised to their full potential on an evening, after 6pm becoming large expanses of empty tarmac. The Council has introduced 3 motorhome bays on both Coach Street Car Park in Skipton and on Greenfoot Car Park in Settle. The customer can stay up to 3 nights on the car park for a fee of £5 from 6pm to 9am the next morning. There are also 2 motorhome bays on the Ingleton Community Centre Car Park, where the customer can stay for up to 7 nights at a cost of £5 per evening. The bays have proved very popular and more bays may be utilized for this purpose up to a maximum of 5 per car park.

### **9.4 HGV Parking**

The Council has introduced overnight paid for HGV parking on some of its car parks. It may be possible, for example, to implement a more cost effective scheme if the evening charges for cars was extended, however, this would need to be measured against the additional enforcement costs that would be incurred.

### **9.5 Pricing Policy**

As a management tool a charging regime is instrumental in procuring turnover of parking bays, which in turn can have a positive effect on a town or centres vitality. Tariff structures are extremely important in managing parking provision, being instrumental in matching supply to demand by controlling durations and turnover, deterring or preventing certain user groups such as commuters or making specific provision for categories such as local workers. Alternatively or in addition, they can be used to re-direct users so that demand on capacity is more evenly distributed.

### **9.6 Payment system**

All pay and display car parks have machines that will take coin, card and contactless payments, apart from the ones in Ingleton (when the machines are replaced they will have the same payment method as the machines in Skipton and Settle).

Pay by phone was looked in to but as the providers invariably provide the equipment free of charge and rely upon usage of the machines to be financially viable, they were not interested in investing in the area, as the machines CDC installed have the option for cash, card and contactless payments. It was deemed there wouldn't be enough take up of the scheme, as the customer would incur no costs by using the contactless payment option and there is a cost involved for RingGo or Pay as you Go schemes.

## 10 ON-STREET PARKING

North Yorkshire County Council is responsible for on-street parking in North Yorkshire.

North Yorkshire County Council state:

“Successfully managing on-street parking provision has major benefits for the road network, including:

- Enabling residents to park near to their properties;
- Helping businesses with deliveries;
- Improving access to public transport;
- Improving air quality;
- Improving road safety;
- Making it easier to park in town centres which benefits the local economy;
- and
- Reducing congestion.

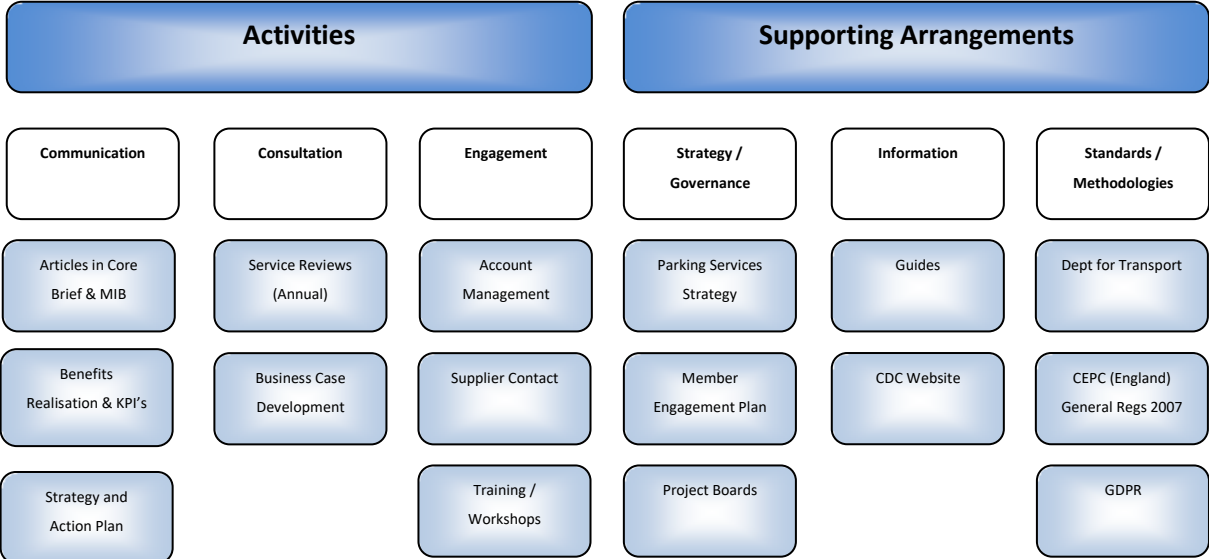
We have a legal obligation to keep the roads free moving, safe and available to all users and we use parking, waiting and loading restrictions to achieve this”.

CDC will support North Yorkshire County Council in its endeavor’s encouraging Residential Parking Zones, controlled Parking Zones and waiting and loading restrictions as appropriate.

# 11 COMMUNICATION, CONSULTATION AND ENGAGEMENT

The chart below shows how communication, consultation & engagement will be achieved for the Parking Service.

Consultation will be achieved through engagement with key groups consisting of CLT, SLT and Lead member for internal Services.



## 12 RISKS

The delivery of the Parking Services Strategy will be through a portfolio of managed activities linked to the Property Services and Economic Development strategies/plans.

Risks associated with the implementation of this strategy will be reduced through the use of structured techniques for programme and project management.

Some of the key risks associated with the delivery will be:

- Funding constraints, if the resources allocated to the delivery of the Parking Services Strategy are not supported during the period of the strategy.
- Loss of skilled resource to lead on the implementation activities, and also loss of key resources in other parts of the Council providing support.
- Failure of individuals (officers and members) to understand their responsibilities and application of the principles defined within this strategy.
- Lack of support from the Council's leadership team, including support of Service Managers.
- Changes in scope of any resulting projects which may impact on cost, quality, timescales and resourcing.
- Resource constraints associated with running significant concurrent work activities.

## 13 CRITICAL SUCCESS FACTORS

Although the successful implementation of this Strategy obviously depends on the Implementation of the principles defined herein, success will be measured by the following (in no particular order):

- The **strategy is embraced by the organisation** and the delivery of an action plan (Appendix 1) is supported and appropriately resourced;
- The number of **P&D tickets and permits sold against tariff availability** as this indicates that customers are able to park with their vehicle type for the length of time and purpose they need;
- To ensure the **parking service is responding to changing modes of transport trends**, improvements and projects will be reviewed on an annual basis;
- In practical terms, **the parking places will be well managed with acceptable parking taking place** through effective enforcement arrangements;

Recognising the importance of and the benefits derived from an effective Parking Services Strategy, the Council is investing to ensure that parking services continue to meet the needs of residents and visitors. The likely levels of additional investment required for the period of this strategy have still to be finalised and will form part of the annual budget process and the development / approval of appropriate business cases.

## **14 GOVERNANCE**

The programme of activities resulting from this strategy will be managed in accordance with good practice governance arrangements highlighted through the Council's standard strategy format made up of the five golden strands namely: -

- Value Delivery
- Strategic Business Alignment
- Resource Management
- Risk Management
- Performance Management

## Document Information

<b>Project Name</b>	Parking Services Strategy 2021-2026
<b>Version</b>	0.5
<b>Status</b>	Final Draft Release
<b>Date</b>	15/02/2021

## Purpose

The purpose of this document is to define the Parking Services Strategy for the period 2021-2026.

## Distribution

<b>Copy to</b>	CLT
	SLT
	CIO & Assets and Commercial Services Manager
	Lead member for Financial Resilience
	File

## Document History

Version	Date of Production	Version Description	Author
0.1	06/07/2019	First Draft	HT
0.2	06/02/2021	Reviewed prior to CLT	DM
0.3	09/02/2021	Updated from Review	HT
0.4	10/02/2021	Formatting	DM
0.5	15/02/2021	Final Draft Release	HT

## Key Personnel

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<b>Reviewers</b>	Darren Maycock, CIO & Head of Assets and Commercial Services Rachel Sewell, Property Manager John Trenor, Commercial Surveyor Corporate Leadership Team
<b>Owner</b>	Helen Townsend, Parking Services Manager

## Appendix 1 - Car Parking Action Plan

Objective	Action	Timescales					Milestones (by when)	Responsible Officer
		21/22	22/23	23/24	24/25	25/26		
<b>Objective 1</b> – Ensure that the car park service is developed and delivered on the basis of information on car park usage and influencing external factors.	a) Collect and analyse usage data (either through appropriate software or manual methods).	√	√	√	√	√	Have annual review completed by end of March each year.	Parking Services Manager
	b) Using information collected to refine car parking provision to moderate demand and patterns of use e.g. time of day parking, reasons for use.	√	√	√	√	√	Have annual review completed by end of March each year.	Parking Services Manager
	c) EVCP- Develop further sites across the district.	√	√	√	√	√	Have annual review completed by end of March each year.	Parking Services Manager
	d) Provide further motorhome bays on Coach Street, Greenfoot and Ingleton Community Centre car parks (maximum of 5 per car park)	√					Report to Policy Committee in June	Property Manager
<b>Objective 2</b> - Ensure that car park services are being carried out to a high standard in terms of economy,	a) Establish and review the maintenance of all CDC car parks and car park equipment to a satisfactory standard, maintain said standard and improve as	√	√	√	√	√	<b>Monthly and Bi-monthly</b> Inspections of all car parks and equipment forwarded to in-house maintenance.	Parking Services Manager



efficiency, safety and effectiveness.	b) Explore and take up where possible management of other third party car parking facilities.						As opportunity arises.	Parking Services Manager
	c) Establish any amendments checklist for changes to be made as a result of parking order amendments.	√	√	√	√	√	Check with legal timescales involved in amendments of PPO.	Parking Services Manager
<b>Objective 3</b> – Maintain a charging structure that maximises the use of existing car parks, whilst maintaining a balance between economic, environmental and traffic management objectives.	a) Agree and keep under review a structured charging policy for Council public car parks.	√	√	√	√	√	On going	Parking Services Manager
	b) Keep and review residents' and other parking permits.	√	√	√	√	√	On going	Parking Services Manager
	c) Undertake a review of Motorhome overnight parking success versus loss of standard parking bays.	√	√	√	√	√	Collate stats with regards uptake of bays.	Parking Services Manager
	d) Electric Vehicle Charging Point – Review with Engenie to ascertain if scheme working as expected and to roll out further within the district.	√	√				Osprey (formerly Engenie) looking to develop EVCP at Settle (Ashfield CP) & Coach Street CP (Skipton)	Parking Services Manager / Property Manager
<b>Objective 4</b> – Ensure adequate provision for those with particular requirements.	a) Continue to ensure adequate provision of parking for the disabled.	√	√	√	√	√	On going	Parking Services
	b) Policy agreed for use of car parks for purposes other than public car parking for example public or community events.	√	√	√	√	√	Events agreed in Fees and Charges	Parking Services Manager

	c) Implement feasible actions for improving taxi waiting.	√	√				Work with Licensing	Parking Services Manager
	d) Improve coach drop off/parking arrangements.	√	√				Need to look at Coach drop off point as in Spring/Summer High Street car park is too busy with cars and pedestrians to deal with as many Coaches that enter the car park.	Parking Services Manager
<b>Objective 5 –</b> Contribute to the environmental sustainability of the District.	a) Explore the possible provision of cycle bays in the car parks.	√	√				Install cycle bays on CDC car parks, utilising appropriate or dead space.	Parking Services Manager
	b) Add new EVCP where feasible to do so (see Objective 3 above)	√	√				Apply for grant funding to OLEV to enable fast charges to be put in car parks at Ingleton, Bentham, Crosshills and Gargrave.	Parking Services Manager
<b>Objective 6 –</b> Provide a cost effective enforcement service.	a) Keep under review figures provided by Harrogate Borough Council to ensure enforcement resources are deployed effectively across the district.	√	√	√	√	√	Continually on going	Parking Services Manager

<b>Objective 7 –</b> Continue to audit and review the level of parking availability in Craven District and plan accordingly.	a) Review Council car park stocks in order to identify the level of demand and any deficiencies or improvements so required.		√				Determined in conjunction with Ec Dev project development.	Parking Services Manager
	b) Review short and long stay parking allocations for Council public car parks, increase the overall level of public parking provision for the District.		√				As above.	Parking Services Manager
	c) Commission study to map current provision by private providers.		√				Study to map privately provided parking.	Parking Services Manager
<b>Objective 8 –</b> Ensure a cost effective and efficient car park management regime.	a) Undertake marketing to promote permit scheme	√	√	√	√	√	Dec/Jan of each year – advertising campaign promoting parking	Parking Services Manager
	b) Ensure Parking Resource is resilient in the absence of Parking Manager	√					Work out with senior management contingency plans for if Parking Manager is on holiday or sick leave.	Property Manager

## Appendix 2 - Car Parking Charges Comparison

All Skipton car parks charging hours are from 9am to 6pm and the charge is the same in all car parks

### Skipton High Street Car Park

30 mins	£0.20
Up to 1 hour	£1.20
Up to 2 hours	£2.30
Up to 3 hours	£3.50
Up to 4 hours	£4.50

### Harrogate Station Parade Car Park

1 hour	£1.60
2 hours	£3.20
3 hours	£4.80
4 hours	£6.40

### Ilkley - South Hawksworth Street

Up to 1 hour	£1.00
Up to 2 hours	£2.00
Up to 3 hours	£3.00
Up to 4 hours	£4.00
Up to 5 hours	£5.00
6 hours max	£6.00

### Keighley- Carr Street Car Park

Up to 1 hour	£0.70
Up to 2 hours	£1.40
Up to 3 hours	£2.10
Up to 4 hours	£2.80
Over 4 hours	£3.50

### Coach Street Car Park

30 mins	£0.20
Up to 1 hour	£1.20
Up to 2 hours	£2.30
Up to 3 hours	£3.50
Up to 4 hours	£4.50
Up to 9 hours	£5.50
Weekly	£15.00
Motorhome overnight	£5.00

### Harrogate Montpellier Shoppers CP

1 hour	£1.10
2 hours	£2.20
3 hours	£3.30
4 hours	£4.40
5 hours	£5.50
6 hours	£6.60
7 hours	£7.70
8 hours	£8.80
9 hours	£9.90
24 hours	£11.00

### Ilkley -Wharfe View Road

Up to 1 hour	£1.00
Up to 2 hours	£2.00
Up to 3 hours	£3.00
Over 3 hours	£5.00

### Keighley- Scott Street

Up to 1 hour	£0.70
Up to 2 hours	£1.40
Up to 3 hours	£2.10
Up to 4 hours	£2.80
Up to 5 hours	£3.50

### Appendix 3 - Car Parking Provision throughout Craven

The table below shows the car park, town/village location and number of spaces per car park for Council owned parking provision.

Number (reference)	Location	Standard Car Space Numbers	Disabled Car Space Numbers	Coach Space Numbers	Motor Cycle Space Numbers	Pedal Cycle Space Numbers	Comments
1	Ingleton (Community Centre)	110	8	10	0	0	2 marked motorhome bays
2	Ingleton (Backgate)	40	2	0	0	0	Also used as a HGV park overnight with 5 bays allocated
	<b>Ingleton Total</b>	<b>153</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>0</b>	
3	Skipton (High Street)	303	30	12	8	0	HGV parking on an evening
4	Skipton (Coach Street)	378	25	0	0	0	3 marked motorhome bays
5	Skipton (Waller Hill)	52	3	0	4	0	Shape & layout inappropriate for coach parking
6	Skipton (Cavendish Street)	176	6	0	0	0	HGV parking on an evening
7	Skipton (Bunkers Hill)	8	1	0	0	0	

8	Skipton (Craven Pool)	133	8	0	0	0	
	<b>Skipton Total</b>	<b>1050</b>	<b>73</b>	<b>12</b>	<b>12</b>	<b>0</b>	
9	Settle (Ashfield)	124	7		0	0	Access/egress inappropriate for coaches
10	Settle (Greenfoot)	102	6	0	0	0	3 marked motorhome bays HGV parking on an evening
11	Settle (Whitefriars)	55	4	5	4	5	HGV Parking on an Evening
	<b>Settle Total</b>	<b>281</b>	<b>17</b>	<b>5</b>	<b>4</b>	<b>5</b>	
12	Bentham (Grasmere)	50	2	0	0	0	Unmarked surface
13	Bentham (Harley Bank) – leased by CDC	30	0	0	0	0	Unmarked surface
14	Bentham (Cleveland Square)	20	0	0	0	0	Unmarked surface
15	Bentham (Lairgill)	35	0	0	0	0	Unmarked surface
	<b>Bentham Total</b>	<b>135</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	
16	Cononley (Moorfoot Lane)	9	0	0	0	0	Unmarked surface, and not large enough for coach parking
	<b>Cononley Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

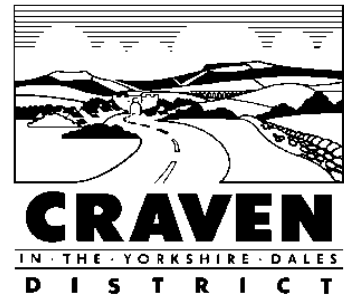
17	Crosshills (Hall Street)	24	1	0	0	0	
18	Crosshills (Milligans Field)	42	0	0	0	0	
	<b>Crosshills Total</b>	<b>66</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	
19	Farnhill	10	0	0	0	0	Unmarked surface, not large enough for coach parking
	<b>Farnhill Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
20	Gargrave (North Street)	28	2	0	3	4	No demand for coach parking
21	Gargrave (West Street)	20	0	0	0	0	Unmarked surface
22	Gargrave (Water Street)	7	0	0	0	0	Unmarked surface, not large enough for coach parking. Scheme drawn for 18 standard & 2
	<b>Gargrave Total</b>	<b>55</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>4</b>	
23	Hellifield (The Green)	28	2	0	3	4	Space allocated for 4HGV/LGV
	<b>Hellifield Total</b>	<b>28</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>4</b>	

**Policy Committee 19 October 2021**

## **REVIEW OF THE LOCAL INFORMATION REQUIREMENTS FOR PLANNING APPLICATIONS**

Report of the Director of Services

Lead Member –Cllr Myers



**Ward(s) affected: Those which are not entirely within the Yorkshire Dales National Park**

### **1. Purpose of Report**

- 1.1 To inform Policy Committee about the purpose of the planning validation process and seek authority to consult on revisions to Local Information Requirements for planning applications.

### **2. Recommendation**

- 2.1 The Committee agree that the proposed Local Information Requirements for planning applications as set out in this report be published for consultations with internal and external consultees, agents who regularly submit applications and Town/Parish Councils.
- 2.2 A report be brought back to a future meeting of the Policy Committee summarising responses received and setting out a final Local List for adoption.

### **3. Background**

- 3.1 In 2008 the standard planning application forms for England was introduced (referred to as 1APP) and this was accompanied by regulations which prescribed more comprehensive information requirements for the validation of planning applications. In addition to the requirements on this national mandatory list the regulations enabled Local Planning Authorities to produce local lists of information requirements, though this was optional.
- 3.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO 2015) sets out the minimum (national) information required for a planning application to be valid (see appendix A). In addition to the national information required under the DMPO 2015 there are a number of



## AGENDA ITEM 9

other mandatory requirements applicable to some applications, these are set out in Appendix C.

- 3.3 Additional information over and above the minimum can be required and this Craven District Council have done since 2013 when it adopted a list of validation requirements jointly prepared with other North Yorkshire Local Planning authorities. This joint North Yorkshire 'Local List' no longer forms the basis for Craven's requirements, with in 2019 the Council consulted on and introduced a revised list. In September 2020 the further revision to the 'Local List' was introduced, though without any consultation. The stakeholder survey of Planning Agents earlier this year revealed disquiet over the revised requirements introduced in 2020 which were seen by some respondents as disproportionate to the proposed development. Given over 2 years has elapsed since the Council consulted on what information it requires to be submitted with planning applications it is now necessary under the planning regulations to review the 'Local List'
- 3.4 The Government recommended a process for adopting a local list for the different types of application which a local planning authority determines. Essentially there are four stages:
1. The resolution of the Policy Committee to consult on the proposed 'local list' for different application types.
  2. A consultation period of six week is recommended in the Guidance during which the views of stakeholders will be sought on a detailed list for each type of development.
  3. Following the consultation process officers will report back to Committee with a 'local list' for formal approval.
  4. The adopted 'local list' will be published on the local authority website and the Planning Portal and make available paper copies.
- 3.5 In 2010 the then Department for Communities and Local Government's (DCLG) published Guidance on the Information Requirements and validation for planning applications, this was withdrawn in 2014 and incorporated into the National Planning Practice Guidance. It was under this guidance that in 2013, following a consultation exercise, the Council introduced a local list of requirements for the validation of planning applications.
- 3.6 An amendment to the Town and Country Planning (Development Management Procedure) Order in 2012 meant that Local Planning Authorities could only use Local Lists where it has been reviewed and published on the local authority website within the two years immediately before the planning application is made. This requirement has been carried through into paragraph 11 (3) of the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO 2015): This states the particulars and evidence required to be submitted with a planning application beyond that prescribed in the national requirements shall only apply in the following circumstances:
- (a) list of requirements is published on the authorities website;

# AGENDA ITEM 9

- (b) the particulars or evidence that the authority require fall within that list;
- (c) the particulars or evidence the authority require to be included in the application—
  - (i) are reasonable having regard, in particular, to the nature and scale of the proposed development; and
  - (ii) are about a matter which it is reasonable to think will be a material consideration in the determination of the application; and
- (d) the list was published (or republished) during the 2 year period immediately before the date on which the application is made.

## 4. Proposed Review of the Local List

### 4.1 Why have a Local List of information requirements for Planning Applications?

The provision of particulars or evidence over and above that required under the National List can have the following benefits:

- Gives the applicant a clear understanding of what information will be required and avoid subsequent dispute when additional details are requested.
- Adequate information is submitted with applications to enable proposals to be clearly understood from the outset.
- Ensuring those consulted are provided with sufficient information to be able to make a constructive response to the Local Planning Authority
- Avoids the need for additional information to be sought during the processing of the application, leading to delay in a decision being reached,
- Failure to submit adequate information may lead to the imposition of pre-commencement conditions which could delay the start of development.

### What additional information can a Local List include?

#### 4.2 The regulations set out two requirements against which any local list for information to be submitted with applications which should be assessed:

- It is proportionate to the nature and scale of development proposals, and
- Is about a matter which it is reasonable to think will be a material consideration in the determination of the application.

#### 4.3 A revised list which will be subject to Consultation is contained in Appendix C, this table sets out the drivers for requiring the additional information and is referred to as Part 1 of the Local List. The drivers for the proposed information requirements are

- National Planning Policy Framework (2019)
- National Planning Practice Guidance
- Adopted Development Plan policies:

A comparison between the proposed Local List and the 2020 information requirements is set out in Appendix B.

#### 4.4 All too frequently the validation of applications is delayed because the drawings submitted are not drawn to a recognised scale, are poorly drawn or incomplete. The Local List will contain standards for plans and drawings accompanying planning applications (see appendix E). It is proposed to consult on expanding

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the requirements for plans and drawings, this is set out in Appendix E and referred to as Part 2 of the Local List.

## **5. Consulting on the proposed Local List**

- 5.1 It is considered that the consultation should be held over a 6 week period and be with town and parish councils, internal and external consultees and regular agents (including all agents who took part in the recent stakeholder survey). The Policy Committee will then receive a report summarising the responses to the consultation and recommendations for what information or evidence will be contained in the Local List requirements for different application types.

## **6. Implications**

### **6.1 Financial Implications**

There are no financial implications arising from this report

### **6.2 Legal Implications**

There are no legal implications arising directly from this report.

## **7. Contributions to Corporate Priorities**

- 7.1 The proposals in this report support the Council priority of “Supporting the Well-being of our Communities”.

## **8. Impact on the declared Climate Emergency**

- 8.1 The proposed revisions to the local validation requirements incorporate proposals in relation to the majority of planning applications being accompanied by information on how environmental impacts will be mitigated.

## **9. Risk Management**

- 9.1 It is a requirement of the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO 2015) that the Council review its local validation requirements for planning applications every two years. Failure to undertake this review will mean that the Council can only require applicants to provide the limited information required under the National List set out in the DMPO 2015

## **10. Chief Finance Officer (s151 Officer) Statement**

A Chief Finance Officer Statement is not required for this report.

## **11. Monitoring Officer Statement**

A Monitoring Officer Statement is not required for this report.

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## 12. Appendices

- A. National validation requirements for planning applications
- B. Comparison of proposed information requirements with current Local List
- C. Additional Mandatory validation requirements for planning applications
- D. Part 1 of the Proposed Local List – Additional Information Requirements
- E. Proposed Information Requirements by Application Type (including mandatory requirements applicable)
- F. Part 2 of the Proposed Local List - Drawing standards for plans and drawings accompanying planning applications
- G. Validation of Planning in Principle applications (PiP's) for minor housing-led developments

### Author of the Report

Name: Vincent Haines, Planning Improvement Lead

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions

### **National validation requirements for planning applications**

#### **a) Completed standard application form:**

The appropriate form published by the Secretary of State (or a form which is substantially the same);

#### **b) Plans and drawings**

A location plan that shows the application site in relation to the surrounding area. Typically the scale for this is 1:1250 or 1:2500 and this should identify sufficient roads and buildings on land adjoining the application site to ensure the exact location of the site is clear. The application site should be edged clearly with a red line and include all land necessary to carry out the development including land required for access to the site from a public highway.

Such other plans, drawings and information necessary to describe the development which is the subject of the application are submitted, in most cases, this would comprise existing and proposed site (block) plans, floorplans and elevation plans if new buildings/extensions are proposed. Any plans or drawings must be drawn to an identified metric scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

#### **c) Ownership Certificate and Agricultural Land Declaration.**

This is a certificate which provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners of the site (and any agricultural tenants).

#### **d) Correct application fee**

Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment;

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## Appendix B

### Comparison of proposed information requirements with current Local List

Proposed Local List Information Requirement	Whether requirement is within the 2020 list
1. Affordable Housing Statement	<b>No</b>
2. Archaeological Desk-based Assessment	<b>Yes</b>
3. Air Quality Assessment	<b>No</b>
4. Agricultural Land Assessment	<b>No</b>
5. Biodiversity Survey and Report	Mandatory requirement for specified developments
6. Community Involvement Statement	<b>Yes</b>
7. Community Use assessment	<b>Yes</b>
8. Design and Access Statement	Mandatory requirement for specified developments
9. Economic Statement	<b>No</b>
10. Energy Strategy	<b>No</b>
11. Environmental Impact Assessment	Mandatory requirement for specified developments
12. Farm buildings questionnaire	
13. Flood risk assessment	Mandatory requirement for specified developments
14. Flood Risk Sequential Test	<b>No</b>
15. Heritage statement	<b>Yes</b>
16. Land contamination Assessment	<b>Yes</b>
17. Landscape and Visual Impact Assessment	<b>Yes</b>
18. Lighting assessment	<b>Yes</b>
19. Marketing Evidence	<b>Yes</b>
20. Noise assessment	<b>Yes</b>
21. Non Mains Drainage Assessment	<b>Yes</b>
22. Open Space/recreational Facilities Assessment	<b>No</b>
23. Parking Provision	<b>Yes</b>
24. Planning Statement	<b>Yes</b>
25. Private Water Supply Assessment	<b>Yes</b>
26. Public Right of Way Statement	<b>Yes</b>
27. Retail Impact Assessment/Sequential Assessment	<b>Yes</b>
28. Rural Workers' Dwelling Justification	<b>Yes</b>
29. Structural Survey	<b>Yes</b>

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30. Sustainable Design and Construction Statement	<b>Yes</b>
31. Sustainable Drainage Report	<b>Yes</b>
32. Telecommunication Statement	<b>No</b>
33. Transport assessment (TA)	<b>Yes</b>
34. Transport Statement	<b>Yes</b>
35. Travel Plan	<b>Yes</b>
36. Tree Survey/Arboricultural Statement	<b>Yes</b>
37. Viability Appraisal	<b>Yes</b>
38. Ventilation /Extraction Statement	<b>Yes</b>

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## Appendix C

### Additional Mandatory validation requirements for planning applications

In addition to the National validation requirements set out in appendix A there are also a number of other mandatory requirements which apply depending on the nature of the proposal and/or its location.

Description	Regulation/ Guidance	Types of application or development that require this information	What is required
<b>Biodiversity Survey and Report</b>	<p>Conservation of Habitats and Species Regulations 2010</p> <p>NPPF Section 15 'Conserving and enhancing the natural environment'</p>	<p>All developments in or adjacent to :</p> <ul style="list-style-type: none"> <li>• European Site (ie SAC/SPA/Ramsar)</li> <li>• Site of Special Scientific Interest (SSSI)</li> <li>• In or adjacent to National Nature Reserve (NNR)</li> <li>• Site of Nature Conservation Interest (SNCI)</li> <li>• Regionally Important Geological Sites (RIGS)</li> <li>• Local Nature Reserve (LNR)</li> <li>• Wildlife Corridors</li> <li>• Priority Habitats</li> </ul>	<p>In general terms all ecological information will need to be prepared and presented in such a way that it is fit to inform the decision-making process. It should include:-</p> <ul style="list-style-type: none"> <li>- information on existing biodiversity interests on the land affected by the proposed development as well as on adjoining or nearby land that may be affected by the proposed development;</li> <li>- information on possible impacts on the biodiversity interests; and</li> <li>- details on avoidance, mitigation and/or compensation measures.</li> </ul> <p>The level of information required will be proportionate to the scale of development proposed and the likely impact on biodiversity. In most cases a Preliminary Ecological Appraisal (PEA) should be provided and inform further survey requirements. Where a proposal is likely to affect protected species, the applicant must submit a Protected Species Survey and Assessment. Any survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions, over a sufficient period of time and using nationally recognised survey guidelines/methods where available and as appropriate.</p> <p>Ecological Information should:</p>



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			<ul style="list-style-type: none"> <li>- record which habitats, features and species are present or likely to be present on and, where appropriate, around the site;</li> <li>- identify the extent/ area/ length/ numbers (where appropriate) present;</li> <li>- map the habitat/ features distribution on site and/or in the surrounding area shown on an appropriate scale plan; species distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).</li> </ul> <p>Any ecological report must identify and describe potential development impacts likely to harm designated sites, priority habitats, other biodiversity and geological features, protected/notable species and/or their habitats identified by the survey. These should include both direct and indirect effects both during construction and afterwards. Where harm is likely, evidence should be submitted to show:</p> <ul style="list-style-type: none"> <li>- how alternative designs or locations have been considered;</li> <li>- how adverse effects will be avoided wherever possible;</li> <li>- how unavoidable impacts will be mitigated or reduced;</li> <li>- how impacts that cannot be avoided or mitigated will be compensated.</li> </ul> <p>In addition, an ecological report will need to include information on proposed works that will enhance, restore or add to designated sites, priority habitats and features or habitats used by protected species. The Assessment should also give an indication of likely changes to habitats and/or how species numbers may be affected, if at all, after development, e.g. whether there will be a net loss or gain.</p>
<p><b>Design and Access Statement</b></p>	<p>The substituted Section 62 (5) of the T&amp;CP Act 1990 Act stipulates that</p>	<p>With all applications for: Applications for major development,</p>	<p>A design and access statement must— (a) explain the design principles and concepts that have been applied to the development;</p>

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	<p>design and access statements must be required by development order. The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the current requirements.</p>	<p>Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none"> <li>• one or more dwellings; or</li> <li>• a building or buildings with a floor space of 100 square metres or more.</li> <li>• Applications for listed building consent.</li> </ul>	<p>(b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;  (c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;  (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and  (e) explain how any specific issues which might affect access to the development have been addressed</p> <p>For more information on Design and Access Statements refer to:  <a href="https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement">https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</a></p>
<p><b>Environmental Impact Assessment</b></p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	<p>Environmental Impact Assessment (EIA) is needed for certain types of development; these are usually but not always major developments. Information can be found in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (Schedules 1 and 2 type development)</p>	<p>The EIA regulations define two different types of developments, set out in two Schedules to the regulations. For Schedule 1 projects an EIA must always be carried out. For Schedule 2 projects an EIA must be carried out if the development is likely to have a significant impact on the environment by virtue of its nature, size or location. For more information on Environmental Impact Assessments see:  <a href="https://www.cravendc.gov.uk/planning-development-management/planning-applications-and-notifications/environmental-impact-assessments/">https://www.cravendc.gov.uk/planning-development-management/planning-applications-and-notifications/environmental-impact-assessments/</a>   <a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a>   <a href="https://www.gov.uk/government/publications/environmental-impact-assessment-screening-checklist">https://www.gov.uk/government/publications/environmental-impact-assessment-screening-checklist</a></p>

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			<a href="https://www.gov.uk/guidance/consultation-and-pre-decision-matters#eia">https://www.gov.uk/guidance/consultation-and-pre-decision-matters#eia</a>
<b>Flood risk assessment</b>	<p>National Planning Policy Framework – paras. 163 - 165          Planning Practice Guidance – Flood Risk and Coastal Change section</p>	<p>In line with footnote 50, page 47 of the NPPF, a site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3.          In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.          Information on identified flood zones (including areas of risk of flooding from rivers and seas AND areas at risk of flooding from surface water) are included on the following webpage:-  <a href="http://apps.environment-agency.gov.uk/wiyby/37837.aspx">http://apps.environment-agency.gov.uk/wiyby/37837.aspx</a>          Alternatively, the council can provide information on whether a piece of land is identified as being at flood risk.</p>	<p>For guidance on preparing a flood risk assessment please refer to:  <a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</a></p>

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## Appendix D

### Part 1 of the Proposed Local List – Additional Information Requirements

The table below sets out the supporting information required to be submitted, the application types the requirement applies to and the justification for the requirement.

<b>Part 1 – Local List of Planning Application Requirements</b>			
<b>Local List Item</b>	<b>Justification &amp; details of the policy driver i.e. National Planning Policy and Local Plan policy</b>	<b>Types of application or development that require this information</b>	<b>What is required</b>
<b>Affordable Housing Statement</b>	<p>Craven District Council Local Plan (2019) Policy H2</p> <p>National Planning Policy Framework - para. 65</p> <p>Planning Practice Guidance (NPPG)</p>	In accordance with the NPPF and NPPG this applies to all applications proposing 11-units or 1000 sq. gross floor space or more.	<p>The Council will require information concerning both the affordable housing and any open market housing through the submission of a 'Heads of Terms' pro-forma on affordable housing contributions for the Section 106 legal agreement required by Policy H2 criterion h)'. The Head of Terms Pro-forma is included at appendix 8 of the SPD.</p> <p><a href="https://www.cravendc.gov.uk/planning/affordable-housing-spd/">https://www.cravendc.gov.uk/planning/affordable-housing-spd/</a></p> <p>Such information shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Where a financial contribution in lieu of onsite affordable housing is proposed, the Affordable Housing Statement should clearly state this as well as the reasons why this is considered acceptable.</p>

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			Where the applicant considers the development will not support the level of affordable housing required under the Councils policies then a Viability Assessment will be required (see below).
<b>Archaeological Desk-based Assessment</b>	Craven District Council Local Plan (2019) Policy ENV2 National Planning Policy Framework - para. 194 Planning Practice Guidance	A desk-based assessment will be required where an initial assessment indicates the proposed development affects an archaeologically sensitive area (including a Scheduled Ancient Monument or non-designated sites of archaeological interest).	Information and advice on the content of reports is available either through North Yorkshire County Council Archaeological Service or the following Chartered Institute for Archaeologists website:- <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a>
<b>Air Quality Assessment</b>	Craven District Council Local Plan (2019) Policy ENV7  National Planning Policy Framework - para. 186  Planning Practice Guidance – Air pollution section	Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment.	All as per government advice included on:- <a href="https://www.gov.uk/guidance/air-quality--3">https://www.gov.uk/guidance/air-quality--3</a>
<b>Agricultural Land Assessment</b>	Craven District Council Local Plan (2019) Policy ENV7 National Planning Policy Framework - para. 174 Planning Practice Guidance	With all planning applications that are likely to cause the loss of 20 hectares or more of best and most versatile (BMV) agricultural land <a href="https://www.gov.uk/guidance/natural-environment#brownfield-land-soils-and-agricultural-land">https://www.gov.uk/guidance/natural-environment#brownfield-land-soils-and-agricultural-land</a>	<a href="https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land">https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land</a>

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<b>Community Involvement Statement</b>	National Planning Policy Framework – paras. 136	If you're applying for a major development, you'll need to submit a Community Involvement Statement.	The statement sets out how you involved the community during the design process. You also need to include issues the community identified that affected the way you finalised your design. If you couldn't change your design, you need to give reasons why. The statement needs to be signed off by both parties as a true record of discussions.
<b>Community Uses Assessment</b>	Craven District Council Local Plan (2019) Policies EC4 and INF2.	When development is proposed that would result in the loss of, or have an unacceptable adverse effect on, an existing community facility. When proposals for tourism development include shops, open spaces or facilities for sports, leisure, recreation, culture or arts, as these are required to provide community use.	Applications must be supported by appropriate and proportionate independent evidence, including appropriate financial, business planning, options appraisals, marketing and community engagement evidence. Details of facilities to be provided as part of tourism developments and provisions for their use by the local community
<b>Daylight/Sunlight Assessment</b>	Craven District Council Local Plan (2019) Policy ENV3	Where a development may cause loss of amenity to nearby property through loss of daylight or sunlight to habitable windows or cause overshadowing of adjacent land then an assessment will be required. If the scheme involves the construction of buildings higher than single storey and within 2 metres of the common boundary with any neighbouring residential property an assessment will be required.	The extent and complexity of the assessment will need to be proportionate to the potential impact. Consider the proposed height of the proposed building, its design and orientation of the existing and proposed buildings and changes in ground levels.
<b>Economic Statement</b>	Craven District Council Local Plan (2019) Policy ENC1 and EC2 National Planning Policy Framework – sections 1 and 3	This applies to all applications proposing either new employment development or loss of existing employment use involving 1000 sq. gross floorspace or more.	Such statements should set out any regeneration benefits from the proposed development, including: - details of any new jobs that might be created or supported;

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			<p>- the relative floorspace totals for each proposed use (where known); and</p> <p>- reference to any regeneration strategies that might lie behind or be supported by the proposal.</p> <p>NB:- the standard application forms include questions on employment generation. However an economic statement allows further details on the jobs a proposal would create.</p>
<b>Farm Buildings Questionnaire</b>	Craven District Council Local Plan (2019) Policy EC3	A completed Farm Building Questionnaire should provide sufficient information to explain the agricultural need for the proposed building and why it must be in the proposed location.	<p>A completed Farm Building Questionnaire should provide sufficient information to explain the agricultural need for the proposed building and why it must be in the proposed location.</p> <p><a href="https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/farm-building-questionnaire/">https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/farm-building-questionnaire/</a></p>
<b>Flood Risk Assessment</b>	<p>Craven District Council Local Plan (2019) Policy ENV6 National Planning Policy Framework – paras. 159-165</p> <p>Planning Practice Guidance – Flood Risk and Coastal Change section</p>	<p>A flood risk assessment is required for proposals where the site falls within:</p> <ul style="list-style-type: none"> <li>• Flood Zone 1 (flooding from watercourses) and the development site has a site area of 1 hectare or greater or has critical drainage problems as notified by the Environment Agency; or,</li> <li>• Flood Zones 2 and 3 (flooding from watercourses); or,</li> <li>• areas identified as having a moderate or high risk of flooding from surface or ground water. or</li> </ul>	<p>A completed flood risk assessment (FRA). In line with the National Planning Policy Framework, the assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. It should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirements for safe access to</p>

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		<ul style="list-style-type: none"> <li>• non mains drainage schemes.</li> </ul>	<p>and from the development in areas at risk of flooding.</p> <p>Please Note: For householder applications and minor changes of use falling into flood zones can be accompanied by a Flood Risk Matrix along with details of any precautionary measures to be incorporated into the scheme</p>
<b>Flood Risk Sequential Test</b>	<p>Craven District Council Local Plan (2019) Policy ENV6 National Planning Policy Framework – paras. 159-165</p> <p>Planning Practice Guidance – Flood Risk and Coastal Change section</p>	<p>You need to do a sequential test if both of the following apply:</p> <ul style="list-style-type: none"> <li>• your development is in flood zone 2 or 3</li> <li>• a sequential test hasn't already been done for a development of the type you plan to carry out on your proposed site – contact the Council to find out if a test has already been carried out for the site.</li> </ul>	<p>For guidance on undertaking a sequential test please refer to:  <a href="https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants">https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants</a></p>
<b>Heritage statement</b>	<p>Craven District Council Local Plan (2019) Policy ENV2</p> <p>National Planning Policy Framework – paras. 194</p> <p>Planning Practice Guidance – Conserving and enhancing the historic environment section</p>	<ul style="list-style-type: none"> <li>• applications for planning permission affecting a nationally or locally listed building or its curtilage;</li> <li>• applications for Listed Building Consent;</li> <li>• planning applications affecting a conservation area or its setting;</li> <li>• applications for demolition within a Conservation Area;</li> <li>• planning application affecting nationally and locally designated parks and gardens;</li> <li>• planning application affecting an ancient monument or its setting;</li> <li>• planning application affecting undesignated heritage assets that are</li> </ul>	<p>The assessment will need to describe the significance of any heritage assets affected by the proposed development. The level of detail necessary will vary according to an asset's importance and the nature of the development/works proposed.</p> <p>Heritage assets should be assessed using appropriate expertise where necessary.</p> <p>Applicants are advised to undertake a pre-application enquiry with the Council before any application is made. Further national advice on heritage significance is provided on the following web-page</p>



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		<p>recorded on the Historic Environment Record including:</p> <ul style="list-style-type: none"> <li>- known archaeological sites;</li> <li>- known historic buildings</li> </ul>	<p><a href="https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment">https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</a></p>
<p><b>Land contamination Assessment</b></p>	<p>Craven District Council Local Plan (2019) Policies ENV7 and ENV8</p> <p>National Planning Policy Framework – paras. 183 - 185</p> <p>Planning Practice Guidance – Land Affected by Contamination section</p>	<p>All applications where</p> <ul style="list-style-type: none"> <li>• The proposed end use is sensitive to contamination</li> <li>• The sites are known or suspected of being affected by current or previous contaminating land uses</li> <li>• The proposed end use could cause contamination</li> </ul> <p>For all applications proposing new buildings where:</p> <ul style="list-style-type: none"> <li>- the development site is or has been used for purposes that may lead to ground contamination (eg. Industrial land, agricultural land where inappropriate spreading may have occurred); or</li> <li>- the site has a history of a contamination incident; or</li> <li>- the development site is within an established buffer zone to a site that is known to suffer from ground contamination (for example land where records held by the Council under Part 2A of the Environmental Protection Act 1990 indicates contamination is present).</li> </ul> <p>The Council will consider whether an assessment is required depending upon the nature and known history of the site and surrounding area as well as the nature of the proposed development. It is more</p>	<p>General guidance is provided on the following website:-</p> <p><a href="https://www.gov.uk/guidance/land-affected-by-contamination">https://www.gov.uk/guidance/land-affected-by-contamination</a></p>

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		likely that an assessment will be required where the proposed development involves a sensitive use such as housing with gardens, schools or nurseries.	
<b>Landscape and Visual Impact Assessment</b>	<p>Craven District Council Local Plan (2019) Policy ENV1</p> <p>National Planning Policy Framework – paras. 8, 174 - 177.</p>	<p>A Landscape and Visual Impact Assessment will be required, depending on the nature and type of the proposed development. Such an assessment will be required for applications proposing:-</p> <ul style="list-style-type: none"> <li>- development other than householder development in the Forest of Bowland Area of Outstanding Natural Beauty or it will impact on the landscape setting of the AONB or Yorkshire Dales National Park.;</li> <li>- major development on un-developed land outside settlement boundaries;</li> <li>- development that will have a more than insignificant impact on valued landscapes and/or views available to people and their visual amenity.</li> </ul>	<p>The assessment should identify the different elements that give a place its unique character -landform, woodlands and specimen trees, hedgerows, land use, historic artefacts, building styles and settlement patterns. From this assessment, it should be demonstrated to what extent the proposed development may alter the fabric, quality and character of the landscape.</p> <p>The assessment should also identify where the proposed development can be seen from (and record this information on a map with accompanying photographs/photomontages from the various viewpoints) the extent to which those views would be occupied by the proposed development (degree of visual intrusion), the distance of the viewpoint from the site and whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view. Consideration should be given to seasonal differences arising from the degree of vegetative screening and filtering of views that will arise in summer/winter; and also to any cumulative effect of the proposals. From this assessment the change in the character of the landscape resulting from the proposed development and the</p>

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			change in views/visual amenity may be determined. The assessment should also clearly set out mitigation measures to address any adverse landscape and/or visual effects identified.
<b>Lighting assessment</b>	Craven District Council Local Plan (2019) Policy ENV1 National Planning Policy Framework – para. 185  Planning Practice Guidance <a href="https://www.gov.uk/guidance/light-pollution">https://www.gov.uk/guidance/light-pollution</a>	With applications that propose development including artificial external lighting that may:- - materially alter light levels outside the application site; or - affect residential amenities, impact on visual amenities, highway/railway safety or natural environment Also a Lighting Assessment will be required with all planning application proposing floodlighting.	The Lighting Assessment should include:- - details of the external lighting and hours when it will be switched on; - lighting layout plan with beam orientation and a schedule of the equipment proposed; details of lighting levels and assessment on how the proposed lighting may affect local amenity, intrinsically dark landscapes, natural conservation and highway/railway safety (or as appropriate) The Institution of Lighting Engineers ‘Guidance Notes for the Reduction of Obtrusive Light’ 2011 provides lighting designers, planners and environmental health officers with recognised technical limitations on stray light. Limits are provided for each environmental zone for each of the main sources of nuisance light pollution: sky glow, glare, spill and building illuminance.
<b>Marketing Evidence</b>	Craven District Council Local Plan (2019) Policies EC3 and INF2	When the proposal would result in the change of use of an employment premises.	Where a proposal would lead to a permanent loss of significant employment floorspace the applicant will need to demonstrate that the use of the site is unlikely to be viable in the longer term for employment activities. Evidence to demonstrate this could include market intelligence and market testing that demonstrates that the site has been exposed to sale or rental, at a price, within its current land use classification (or other uses agreed with the Authority), but has not received any

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			realistic offers. For the Authority to accept market testing as effective evidence of lack of demand it will look for advertising of the premises for a minimum of six months at a price which fairly reflects its value or rental value. The price should be agreed with Craven District Council in advance, and the estate agent should be advised to register expressions of interest with the Authority.
<b>Non Mains Drainage</b>	Craven District Council Local Plan (2019) Policy ENV8	When new or replacement non mains drainage is proposed	A completed CDC2 form. This form has been produced by Government for use nationally and it is intended to help Local Planning Authorities establish basic information about your system and decide whether you need to submit a more detailed site assessment For more information see: <a href="https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/">https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/</a>
<b>Noise assessment</b>	Craven District Council Local Plan (2019) Policies INF2, ENV3, ENV9 and ENV11..  National Planning Policy Framework – para. 174	Noise Assessments will be required to be provided with planning applications proposing: <ul style="list-style-type: none"> <li>• new development that may create additional noise in areas where noise sensitive development already exists; and</li> <li>• new noise sensitive development in areas that already experiences significant noise levels.</li> </ul>	Any noise assessment shall need to have regard to the advice contained in the Planning Practice Guidance <a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a> Noise assessments will need to establish the observed effect levels relevant to the proposed development and where appropriate set out proposed mitigation measures to address noise issues. This may include details of sound insulation.

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	<p>Planning Practice Guidance</p>	<p>In this regard, development that may <b>create additional noise</b> would include:-</p> <ul style="list-style-type: none"> <li>- development in which industrial (Use Class B2 uses) would take place;</li> <li>- development that incorporates HGV turning, loading and unloading areas (such as large retail developments);</li> <li>- development that incorporates external plant and equipment that generates noise;</li> <li>- development that may result in noise associated with the users of the proposal, particular outside daylight hours e.g. night clubs, event venues</li> </ul> <p><b>Noise sensitive development</b> will include residential properties, hostels and hotels. Applications for noise sensitive development (e.g. includes residential, schools and hospitals) adjacent to major road/transport infrastructure and other significant sources of noise;</p> <ul style="list-style-type: none"> <li>• Applications for development that involve activities that may generate significant levels of noise, e.g new commercial development in Use Classes B2 or B8 adjacent to existing residential development.</li> </ul>	
<p><b>Open Space/ recreational Facilities Assessment</b></p>	<p>Craven District Council Local Plan (2019) Policy INF3 and INF3 National Planning Policy Framework – para. 98 and 99 Planning Practice Guidance <a href="https://www.gov.uk/guidance">https://www.gov.uk/guidance</a></p>	<p>All major residential or mixed use developments which create a need for open space</p> <p>In designated rural areas all new housing and mixed use developments yielding between 6 to 10 dwellings and from developments of less than 6 dwellings but</p>	<p>An assessment will need to show the impact of the proposed development on the need for recreational facilities and open space in the area of the application site.</p>

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	<u>ance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space#open-space-sports-and-recreation-facilities</u>	more than 1000m2 combined gross floorspace.	
<b>Parking Provision</b>	Craven District Council Local Plan (2019) Policy INF4 National Planning Policy Framework – para. 106, 107 and 108.	Required for all applications where new dwellings and/or floorspace is proposed or where a loss of existing car parking is involved.	All (non-householder) applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.
<b>Planning Statement</b>	National Planning Policy Framework – para.43	<p>Planning Statement setting out comments in support of proposals can be submitted with any planning application. However a statement will be required for</p> <ul style="list-style-type: none"> <li>• all major planning applications</li> <li>• applications that are not in accordance with the development plan</li> <li>• proposals that require detailed policy consideration</li> </ul>	<p>Planning statements should include all comments the applicants want the Council to consider in support of the proposal. In particular statements should:-</p> <ul style="list-style-type: none"> <li>- explain why the proposal complies with relevant development plan policies; or if not in accordance with such policies;</li> <li>- explain why the applicant(s) consider permission should be granted contrary to development plan policies.</li> </ul> <p>Planning statements may also usefully include additional information, such as suggested planning conditions and expand on information provided on the application form. It would also be helpful for such documents to include an explanation as to why it is considered the proposal represents sustainable development, having regard to the advice in the National Planning Policy Framework.</p>

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<p><b>Public Right of Way Statement</b></p>	<p>Craven District Council Local Plan (2019) Policies ENV12 and EC4</p> <p>National Planning Policy Framework – para. 100</p>	<p>When the proposed works are within 5m of a public right of way.</p>	<p>A completed form to indicate what measures are proposed to protect the interests of users of any public right of way crossing or near to the site, both while the development is taking place, and in the longer term.</p> <p><a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/public-right-of-way-statement/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/public-right-of-way-statement/</a></p>
<p><b>Private Water Supply Assessment</b></p>	<p>Craven District Council Local Plan (2019) Policy ENV8</p>	<p>When new or replacement non mains drainage is proposed.</p>	<p>A completed Foul Drainage Assessment Form. This form has been produced by Government for use nationally and it is intended to help Local Planning Authorities establish basic information about your system and decide whether you need to submit a more detailed site assessment.</p> <p><a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/</a></p>
<p><b>Retail Impact Assessment/ Town Centre Uses/Sequential Assessment</b></p>	<p>Craven District Council Local Plan (2019) Policy EC5</p> <p>National Planning Policy Framework – paras 86 -91</p>	<p>Assessments are required for all retail, office and leisure uses that are proposed outside the following centres (as defined on the Policies Map of the Craven Local Plan) and are at or above the centre's corresponding gross floorspace threshold:</p> <p>Skipton Town Centre – 1,500 sqm Settle Town Centre – 750 sqm Bentham District Centre – 500 sqm Cross Hills District Centre – 500sqm</p>	<p>Such assessments will need to include evidence/information to show:</p> <ul style="list-style-type: none"> <li>the proposals, compliance with the sequential test as required under para. 86 of the NPPF;</li> <li>- that the scale of development is appropriate to the location;</li> <li>- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider</li> </ul>

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	<p>Planning Practice Guidance  <a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a>)</p>	<p>Ingleton Local Centre – 250 sqm          Relevant proposals for main town centre uses in locations outside defined centres, as set out above, will be required to demonstrate that there are no sequentially preferable locations that are available and suitable for the proposed development, and that the proposal will not result in a significant adverse impact on vitality and viability.</p>	<p>area, up to five years from the time the application is made.          Further information and guidance on these assessments is included as part of the Planning Practice Guidance see <a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a></p>
<p><b>Rural Workers’ Dwelling Justification</b></p>	<p>Craven District Council Local Plan (2019) Policy EC3           National Planning Policy Framework – para. 80clusion</p>	<p>Where an application is made for a dwelling in a rural location and justified by its association with an agricultural/forestry or other rural business need.</p>	<p>For a permanent dwelling, the document should include:-          - evidence of functional need for the proposed dwelling;          - information to demonstrate the associated enterprise is viable and clear prospects of doing so;          - evidence that any need for the dwelling cannot be met by existing dwelling or re-use of existing building;          - evidence that the size of the dwelling is commensurate with functional requirements of the enterprise.          For a temporary dwelling on a new rural enterprise, the document should include evidence to show compliance with economic and functional tests and no appropriate accommodation available in the locality.           The Council are currently preparing a Rural Worker’s Dwelling’s SPD which, once adopted, will require that applications for agricultural workers’ dwellings be accompanied by a completed Agricultural</p>



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			<p>Dwelling Supplementary Information form (ADSIF).’</p> <p>The draft form is available to view on the Council website at:</p> <p><a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/agricultural-dwelling-supplementary-information/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/agricultural-dwelling-supplementary-information/</a></p>
<b>Structural Survey</b>	<p>Paragraph 80 and Section 16 of the National Planning Policy Framework</p>	<p>A structural survey is required with:-</p> <ul style="list-style-type: none"> <li>- planning application/applications for listed building consent for works that include demolition of all or a significant part of a listed building; or</li> <li>- a planning application proposing the conversion of an existing rural building; or</li> <li>- an application proposing the replacement of existing rural building with a new building,</li> </ul> <p>in order to help show the accommodation needs cannot be met through alterations, extension and/or refurbishment.</p>	<p>The survey document shall accurately describe the structural condition of the building to be demolished/converted. For applications proposing demolition of the building (be it listed, locally listed or building to be replaced) the survey shall set out an explanation as to why repairs works or alterations could not be carried out to address any structural problems.</p> <p>For applications seeking permission for conversion of rural buildings a full schedule of works (with plans) will be required to clearly explain and illustrate the works required to carry out the proposed conversion.</p>
<b>Sustainable Design and Construction Statement</b>	<p>Craven District Council Local Plan (2019) Policies ENV3 and ENV8</p> <p>Local Plan National Planning Policy Framework – Sections 2, 9.14 and 15</p>	<p>All planning applications with the following exceptions of proposals that are themselves solely for the installation of energy efficiency measures or renewables.</p>	<p>A Sustainable Design and Construction Statement is a comprehensive document that covers all aspects of the environmental impact of a proposed development. The following are examples of what a Statement can include:</p> <ul style="list-style-type: none"> <li>• Water Efficiency calculations.</li> <li>• Daylight Assessments.</li> </ul>

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			<ul style="list-style-type: none"> <li>• The Sourcing of Materials.</li> <li>• Impact on Pollution.</li> <li>• Impact on biodiversity</li> <li>• Measures to improve the energy efficiency of buildings e.g.             <ul style="list-style-type: none"> <li>- Proposed insulation for walls, windows and doors (with comparison against current Building Regulations)</li> <li>- Management of solar gain</li> <li>- Provision of ventilation and heat recovery systems</li> <li>- Reduction of thermic bridges (i.e. areas of heat loss)</li> <li>- Provision of solar panels</li> <li>- Provision of energy storage (batteries) connected to the building</li> <li>- Provision of non-CO2 generating sources of heat and cooling (e.g. ground source or air source pumps)</li> </ul> </li> </ul>
<p><b>Sustainable Drainage System Strategy</b></p>	<p>Craven District Council Local Plan (2019) Policies ENV6 and INF4</p> <p>National Planning Policy Framework – para’s 166 - 169</p>	<p>This applies to all applications proposing 10 or more residential units or 1000 sq. gross floor space or more.</p>	<p>In addition to any requirement for a Flood Risk Assessment (FRA), the following information with regard to surface water drainage must be submitted:</p> <p><b>Outline Planning Application</b></p> <p>Any outline application for a development falling within the definition of ‘major’ shall be accompanied by a drainage strategy. Information to include:</p> <ul style="list-style-type: none"> <li>• indicative sustainable drainage principles for the development</li> <li>• topographical survey showing how water naturally flows on the site</li> </ul>

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			<p>together with groundwater and land drainage flows</p> <ul style="list-style-type: none"> <li>• proposed destination for surface water post-development</li> <li>• ground investigation results for infiltration (if appropriate)</li> <li>• existing and/or proposed watercourses</li> <li>• existing and/or proposed surface water sewers and/or pumping stations</li> <li>• surface water flows onto the site, flows from the site and flood risk to and from the site</li> <li>• offsite works which may be required to provide surface water drainage or mitigate against flood risk</li> <li>• sensitive receptors</li> <li>• general maintenance principles</li> </ul> <p><b>Full Planning Application</b></p> <p>In addition to details required for an Outline application (listed above) the following shall be provided:</p> <ul style="list-style-type: none"> <li>• details of compliance with Defra non-statutory technical standards</li> <li>• off-site works</li> <li>• consents required</li> <li>• flow paths through the development             <ul style="list-style-type: none"> <li>• surface water storage volumes and locations</li> </ul> </li> <li>• sub-catchment areas</li> <li>• treatment train components</li> <li>• proposed landscaping and/or vegetative systems</li> <li>• design calculations for:             <ul style="list-style-type: none"> <li>- greenfield run-off</li> </ul> </li> </ul>
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			<ul style="list-style-type: none"><li>- brownfield run-off if appropriate (including reductions)</li><li>- peak flow rates</li><li>- surface water volumes</li><li>- storage requirements</li><li>- drain down times</li><li>- multi-use areas</li><li>- exceedance routes</li><li>- temporary drainage during construction</li><li>- climate change allowances</li><li>- future development allowances</li><li>• details of how the sustainable drainage system is to be maintained, and by whom, for the lifetime of the development</li></ul>
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<p><b>Telecommunication Statement</b></p>	<p>Craven District Council Local Plan (2019) Policy INF5</p> <p>National Planning Policy Framework – para. 117</p>	<p>All applications proposing telecommunications development, including applications for prior approval under part 16 of the Town and Country Planning (General Permitted Development) Order) 2015.</p>	<p>In line with the policy drivers, planning applications should be accompanied by a range of supplementary information including:-</p> <ul style="list-style-type: none"> <li>• outcome of consultations with organisations with an interest in the proposed development (see NPPF para. 115);</li> <li>• for an addition to an existing mast or a base station or for a new mast or base station</li> <li>• a statement that self-certifies that the cumulative exposure will not exceed International Commission on non-ionising radiation protection guidelines; for a new mast or base station,</li> <li>• evidence that shows the possibility of erecting antennas on an existing building, mast or other structure.</li> </ul> <p>To support this evidence, details of the operational requirements of the telecommunications networks and the technical limitations of the technology should be provided.</p>
<p><b>Transport assessment (TA)</b></p>	<p>Craven District Council Local Plan (2019) Policies ENV7, EC4, INF4 and INF5</p> <p>National Planning Policy Framework – para. 113</p>	<p>In determining whether a Transport Assessment or Statement will be needed for a proposed development the local planning authority will take into account the following considerations:</p>	<p>Where required the TA should illustrate accessibility to the site by all modes of transport, for example cycle, foot or car, as well as giving details of measures which will</p> <p>a) improve public transport; b) reduce the need for parking; and, c) mitigate transport impact</p>

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	<p>Planning Practice Guidance – (section on Travel Plans, transport assessment and statement)</p>	<ul style="list-style-type: none"> <li>• Craven District Council Local Plan (2019) Policies ENV7, EC4 and INF4</li> <li>• the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);</li> <li>• existing intensity of transport use and the availability of public transport;</li> <li>• proximity to nearby environmental designations or sensitive areas;</li> <li>• impact on other priorities/strategies (such as promoting walking and cycling);</li> <li>• the cumulative impacts of multiple developments within a particular area; and</li> <li>• whether there are particular types of impacts around which to focus the Transport Assessment or Statement (e.g. assessing traffic generated at peak times).</li> </ul>	
<p><b>Transport Statement</b></p>	<p>Strategy (2009) Policies INF 5 and CS24</p> <p>National Planning Policy Framework – para. 113</p>	<p>For developments with anticipated limited transport impacts.</p>	<p>Transport Statements similar to a TA but are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development.</p>

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	Planning Practice Guidance – (section on Travel Plans, transport assessment and statement)		
<b>Travel Plan</b>	<p>Craven District Council Local Plan (2019) Policies ENV7, EC4 and INF4</p> <p>National Planning Policy Framework - para. 113</p> <p>Planning Policy Guidance</p>	<p>In determining whether a Travel Plan will be needed for a proposed development the local planning authority will take into account the following considerations:</p> <ul style="list-style-type: none"> <li>• Craven District Council Local Plan (2019) Policies ENV7, EC4 and INF4</li> <li>• the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan);</li> <li>• existing intensity of transport use and the availability of public transport;</li> <li>• proximity to nearby environmental designations or sensitive areas;</li> <li>• impact on other priorities/ strategies (such as promoting walking and cycling);</li> <li>• the cumulative impacts of multiple developments within a particular area;</li> <li>• whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and</li> </ul> <p>A Travel Plan is also required with all Transport Assessments.</p>	<p>A travel plan should set out measures to reduce the demand for travel by private cars and encourage cycling, walking and public transport use through agreed targets and monitoring arrangements.</p> <p>For town centre development applications, draft travel plans will need to show that the needs of alternative powered vehicles have been considered.</p> <p>Further advice is included on the following webpages:-  <a href="https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements">https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</a></p>

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<p><b>Tree Survey/ Arboricultural Statement</b></p>	<p>Craven District Council Local Plan (2019) Policy ENV4, ENV11</p> <p>National Planning Policy Framework - para. 180</p>	<p>An arboricultural report (see Table 2) must be submitted where there are trees within a proposed application site, or on land adjacent to an application site (including trees in neighbouring gardens and street trees), that could influence or be affected by the development, including works such as site access, service routes and site compounds. Information will be required on which trees are to be removed and retained, the means of protecting those to be retained during demolition and construction works and compensatory planting for removed trees.</p>	<p>An arboricultural statement should show how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy. The statement must be produced in line with the guidelines set out within BS5837:2012 and shall include:</p> <p>(i) <i>Tree survey drawing and schedule</i> - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their <i>existing context</i> and not within the context of the proposals.</p> <p>(ii) <i>Arboricultural Constraints Plan (ACP)</i> – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and belowground RPA constraints posed by the trees.</p> <p>(iii) <i>Tree Protection Plan</i> – scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.</p> <p>(i) <i>Arboricultural Method Statement (AMS)</i> – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted</p>
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			drawings. Also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.
<b>Viability Appraisal</b>	Craven District Council Local Plan (2019) Policy H2  National Planning Policy Framework – para.57, 58 and 63 Planning Practice Guidance	Viability assessment will be required with all planning application proposing housing where under policy H2 affordable housing or a contribution in lieu of on-site affordable housing is required and for viability reasons the level of affordable housing contribution in lieu of on-site provision is not being proposed.	Any viability assessment shall provide sufficient financial information to demonstrate why the proposed scheme is unable to support the affordable housing or infrastructure (or monies in lieu of). For further guidance see: <a href="https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment">https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment</a> The appraisal should include the following information:- <ul style="list-style-type: none"> <li>• a quantity surveyor’s cost assessment;</li> <li>• market evidence of sales rates and site values;</li> <li>• a development and sales programme (if relevant)</li> <li>• details of any exceptional development costs.</li> </ul>
<b>Ventilation/ Extraction Statement</b>	Craven District Council Local Plan (2019) Policy ENV 7	All applications where extraction equipment for the preparation of cooked food is to be installed.(excluding alterations to existing dwellings and proposals for new dwellings)  A statement will be required with all applications for new restaurants, hot food takeaways and bars/pubs which sell hot food where they are proposed next to residential property, including flats.	Statements should include details of measures for fume extraction, including the mechanical equipment proposed, the location of any external pipework or flues and the means by which a chimney would be capped to prevent ingress by rain.

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## Appendix E

### Proposed Information Requirements by Application Type (including mandatory requirements applicable)

* Indicates where the requirement is dependent on the nature of the proposed development and/or location, refer to appendices B and C								
	Householder	Listed building consent	Minor Full	Minor Outline	Major Full	Major Outline	Telecom	Rural Workers Dwelling
1. Affordable Housing Statement	No	No	No	No	Yes*	Yes*	No	No
2. Archaeological Desk-based Assessment	No	No	Yes*	Yes*	Yes*		No	Yes*
3. Air Quality Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	No
4. Agricultural Land Assessment	No	No	No	Yes*	Yes*	Yes*	No	No
5. Biodiversity Survey and Report	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	No	Yes*
6. Community Involvement Statement	No	No	No	No	Yes	Yes	No	No
7. Community Uses Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	No
8. Design and Access Statement	Yes*	Yes*	Yes*	Yes*	Yes	Yes	No	Yes*
9. Economic Statement	No	No	No	No	Yes*	Yes*	No	No
10. Environmental Impact Assessment**	No	No	Yes**	Yes**	Yes**	Yes**	No	Yes**
** Subject to screening opinion								
11. Flood risk assessment	Yes*	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
12. Flood Risk Sequential Test	No	No	Yes*	Yes*	Yes*	Yes*	No	Yes*

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	Householder	Listed building consent	Minor Full	Minor Outline	Major Full	Major Outline	Telecom	Rural Workers Dwelling
13. Heritage statement	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	No	Yes*
14. Land contamination Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
15. Landscape and Visual Impact Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
16. Lighting assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
17. Noise assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	No
18. Marketing Evidence	No	No	Yes*	Yes*	Yes*	Yes*	No	No
19. Open Space/recreational Facilities Assessment	No	No	No	No	Yes*	Yes*	No	No
20. Parking Provision	No	No	Yes*	Yes*	Yes*	Yes*	No	No
21. Planning Statement	No	No	Optional	Optional	Yes*	Yes*	No	Optional
22. Public Rights of Way Statement	No	No	Yes*	Yes*	Yes*	Yes*	No	No
23. Retail Impact Assessment/Town Centre Uses/Sequential Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	No
24. Rural Workers' Dwelling Justification	No	No	No	No	No	No	No	Yes
25. Structural Survey	No	Yes*	Yes*	Yes*	Yes*	Yes*	No	Yes*
26. Sustainability Design and Construction Statement	Yes	No	Yes	Yes	Yes	Yes	No	Yes*
27. Sustainable Drainage System Strategy	No	No	No	No	Yes*	Yes*	No	No
28. Telecommunication Statement	No	No	No	No	No	No	Yes*	No

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	Householder	Listed building consent	Minor Full	Minor Outline	Major Full	Major Outline	Telecom	Rural Workers Dwelling
<b>29. Transport assessment (TA)</b>	No	No	Yes*	Yes*	Yes*	Yes*	No	No
<b>30. Transport Statement</b>	No	No	Yes*	Yes*	No	No	No	No
<b>31. Travel Plan</b>	No	No	Yes*	Yes*	Yes*	Yes*	No	No
<b>32. Tree Survey /Arboricultural Statement</b>	Yes*	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
<b>33. Viability Appraisal</b>	No	No	Yes*	Yes*	Yes*	Yes*	No	No
<b>34. Ventilation/Extraction Statement</b>	No	No	Yes*	No	Yes*	No	No	No

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## Appendix F

### **Part 2 of the Proposed Local List - Drawing standards for plans and drawings accompanying planning applications**

#### **Introduction**

Drawings are a key part of your planning application, and it is essential that drawings are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed. It is also important that your proposals can be clearly understood by third parties (such as neighbours) who may not be familiar with reading plans and drawings, and will mostly be looking at your application online.

This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered by a planning officer.

If drawings are received that do not contain sufficient detail, your application will be invalid and the registration of your planning application will be delayed until appropriately revised or further drawings are submitted.

#### **Presentation of plans and drawings.**

A separate list or schedule of drawings, plans and documents, to include the drawing numbers and the plan titles, should be submitted with the application

The submitted plans and drawings should meet the following criteria:

All plans must be to a conventional metric scale (normally 1:50 or 1:100), state original paper size and show a north point or identify which direction all elevations face (when relevant) and be named in a logical manner.

When proposing new built development they must also include a scale bar and key dimensions (distance of development from site boundaries and size of extension/building).

Plans/drawings containing disclaimers such as "Not to scale" and "Do not scale" will not be accepted by the council (perspectives drawings excepted).

Each plan/drawing should have a title box stating:

- site address
- the proposal
- the title of the drawing (e.g. "existing rear elevation, proposed floor plan")
- the date
- scale of the drawing
- drawing number, e.g. D1, D2, D3, etc.

Any revisions to the drawings should be clearly identified with a new number, e.g. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.

Every plan (including all copies) that is based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.

#### **Requirements for Specific Drawings**

##### **Site location plan**

A site location plan is a map base that shows the location of the application site in relation to surrounding roads, buildings and other land.

Site location plans should:

- Be taken from an up to date Ordnance Survey Base, or to an equivalent standard.
- Be to a suitable scale of 1:1000, 1:1250 or 1:2500 for larger sites.
- Show the direction of north.
- Where possible, cover an A4 sheet of paper with the application site in the centre of the plan.
- Show the application site boundary outlined in red; this should include all land necessary to carry out the proposed development (e.g. land required for access to the

# AGENDA ITEM 9

site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

- Show any other adjoining land owned by the applicant outlined in blue.
- Show adjoining road names and numbers.
- Identify sufficient roads and/or buildings on nearby land to ensure that the exact location of the application site is clear. For example, in rural areas you will normally need to show two named roads.

## **Site layout plan (sometimes called a block plan)**

A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads and neighbouring buildings. Most applications should include an existing site layout plan and a proposed site layout plan. For simple applications the existing and proposed site can be combined and shown on one plan so long as what is existing, what is proposed, and what is to be demolished is highlighted and annotated clearly.

Site layout plans should:

- Be to a scale of 1:200 or 1:500
- Show the proposed development, all existing buildings and structures, the garden and other open areas.
- Show proposed buildings shaded.
- Show the position and size of existing and proposed hard surfaced areas e.g. parking spaces, turning areas, paths, etc.
- Show the whole of the boundary of the property, indicating the position and height of all existing and proposed boundary walls and fences.
- Identify any buildings to be demolished
- Include details of all trees, e.g. position, spread and species (e.g. oak, ash, etc).
- Identify trees proposed for felling.
- Show all roads/footpaths/public rights of way adjoining the site.
- Show all existing buildings and structures on land adjoining the application site
- Show the direction of north.

## **Elevations**

Elevation drawings show what a building will look like externally:

In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out. Blank elevations must be shown if only to show this is the case.

Elevations should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south).
- For extensions to existing buildings, show every elevation of the proposed development in situ with each relevant elevation of the existing building.
- Show the whole of any existing building to be altered/extended so that the relationship of the new building/extension to the existing can be clearly seen.
- Show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling.
- Show the property boundary.
- Indicate the colour and type of finishing materials to be used (e.g. colour and type of brick, render, roof tiles etc.).
- Identify building(s) to be demolished.
- Details of external materials – Please ensure that all materials are described in detail, including the colour of each material.

## AGENDA ITEM 9

- Show the position and size of all windows and doors (existing and proposed).

You need to describe what the roof covering, wall facing and window frames and doors will be made of, their design, colour and if known manufacturer. If the proposed materials will match exactly those of the existing dwelling, this may be stated on the plans e.g. “brickwork to match existing”. Specifying on your plans the proposed materials can avoid the imposition of a condition requiring approval of materials to be applied for at a later date.

### **Floor plans**

Floor plans show the internal layout of the building.

In most cases, two separate sets of floor plans will be required: “existing” floor plans showing the building as it is now and “proposed” floor plans showing how the building will look, after the works have been carried out.

Floor plans should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.
- Clearly state the use of each room and include position of windows, doors, walls and partitions.
- Clearly label each floor.
- Clearly label the primary use of each room
- Identify anything to be demolished.

### **Existing and proposed site sections and finished floor/site levels**

Where a proposal involves a significant change in ground levels, illustrative drawings should normally be submitted to show both existing and finished levels. These drawings should demonstrate how the proposed development would relate to existing site levels and neighbouring development. Providing such details upfront helps us understand your proposal and avoids delay which asking for this information later in the process.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Level drawings should:

- State the existing and proposed levels on the site and where levels differ from that of land immediately adjoining the site
- Be plotted on a plan (scale 1:200 or 1:500), by using spot ground levels at regular intervals in a grid pattern across the site
- Specify a fixed and identifiable datum level, usually “Above Ordnance Datum” – AOD
- State the finished floor levels of proposed buildings

Section drawings should:

- Identify existing and proposed ground levels where significant cut and fill operations are proposed, or where slopes in excess of 1 in 20 exist (or will exist)
- Show “slices” (cross sections) through buildings, normally at a scale of 1:50 or 1:100
- Show “slices” (cross sections) through land, normally at a scale of 1:200 or 1:500
- Be accompanied by a plan showing the points between which the cross sections have been taken, which should also indicate the direction of north
- Show existing and proposed buildings within and adjacent to the site
- Identify finished floor and ridge levels of buildings

### **Street Scene or context plan**

Will be required for development fronting a public highway (including public footpaths) where there is a gap of more than 30m between the buildings. Such drawings can augment the

## AGENDA ITEM 9

Design and Access statement and help neighbours and local councils understand how the proposed development will relate to its surroundings.

These should:

- be of a scale of 1:100 or 1:200
- as a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- accurately show any differences in levels
- include written dimensions for gaps between buildings

### **Roof plans**

These should be drawn to a scale of 1:50 or 1:100 and is used to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.

### **Landscaping Plan**

Landscaping plans should accurately show:

- The position and spread of the existing trees.
- Details of any trees to be retained and measures to be taken to protect the trees.
- The species of the trees and details of their condition.
- An indication of which, if any, are to be felled.
- Details of the size, species and positions of trees to be planted and boundary treatments.

Where a Tree Survey or Arboricultural Statement is submitted this should cross reference with the landscaping plan.

Floor plans for new development, and for existing buildings altered by the proposed development. These should identify existing floorspace and highlight any existing walls or buildings that are to be demolished, where applicable. If the application relates simply to a change of use, and no development work is to be carried out, a floor plan may not be necessary.



### **Validation of Planning in Principle applications (PiP's) for minor housing-led developments**

On the 1 June 2018 the Town and Country Planning (Permission in Principle) (Amendment) Order 2017 took effect, this extended the PiP route to include for any site (outside of the Forest of Bowland AONB) that might accommodate minor housing-led development.

<http://www.legislation.gov.uk/uksi/2017/1309/article/4/made>

The development must be a minor development i.e. nine residential units or less, with the option to include ancillary commercial, office and community floorspace, and/or be on a site of less than 1ha.)

Alongside the mandatory information regarding the applicant's contact details and fee (£402 per ha. or part thereof), the PiP application form requires the provision of the following information:

- the site address
- site area,
- details of minimum and maximum number of homes, and
- details of the proposed development.

Whilst a supporting statement is not a validation requirement for this type of application a detailed supporting statement would be advisable in order to assist the Local Planning Authority (LPA) in considering the proposal.

### **Exemptions from PiP's**

The following developments are specifically exempt from inclusion in a grant of permission in principle:

- Development subject to Environmental Impact Assessment (EIA) and/or Habitats legislation
- Householder development
- Development involving the winning and working of minerals

### **Assessing whether a development proposed under a PiP is subject to Environmental Impact Assessment (EIA) or Habitats legislation**

Preferably the developer asks the LPA as to whether the site is covered by any of the designations made under the Habitat Regulations.

If the site subject to the requirement for an Appropriated Assessment under the Habitat Regulations then given all PiPs are housing led then the use of the PiP route cannot be entertained. Where the site is not subject to the requirement for an appropriate assessment the prospective applicant should seek an EIA screening opinion before the PiP application is submitted.

Where the PiP is submitted without prior contact from the applicant the LPA must check whether the site is subject to the Habitat Regulations and where it is inform the applicant that the PiP route is precluded under the regulations. Where it is not subject to the Habitat Regulations and no negative screening opinion having been issued previously by the LPA should adopt an EIA screening for the proposed development, which will determine whether or not the scheme requires EIA, this should be done within 3 weeks of the PiP application

## AGENDA ITEM 9

having been received. Where the LPA do not consider that they have sufficient information to adopt an EIA opinion they should notify the applicant in writing of the points on which they require additional information and seek an extension of both the period for adopting a screening opinion and the determination of the PiP application.

If the proposed development does require an EIA (i.e. positive screening) then the PiP cannot be accepted. Where the screening finds that the development will not require the submission of an environmental statement then the decision should be made within a period of 5 weeks commencing a day after the application was received by the LPA, unless that period has been already extended by agreement with the applicant.

If the local planning authority does not issue a negative EIA screening opinion at the PiP stage but subsequently at the Technical Details Consent stage finds the development does require one then this does not mean the PiP is invalid. The requirements of the EIA regulations must however be complied with before TDS consent can be granted.

## Policy Committee 19 October 2021

### Planning Decision Making Procedures

Report of the Director of Services

Lead Member –Cllr Myers



Ward(s) affected: Those which are not entirely within the Yorkshire Dales National Park

#### 1. Purpose of Report

- 1.1 This report seeks to establish a member sounding board to advise officers on the changes to decision making procedures as part of a package of measures required to address under performance in the Councils Planning Service.

#### 2. Recommendations

- 2.1 The Committee approve the establishment of a member sounding board to review a range of procedures that will improve the performance of the Planning Service.
- 2.2 The composition of the sounding board shall comprise of one Member from each Group plus the Chairman of Planning Committee and the Chairman for the Planning Improvement Board.
- 2.3 That officer's report to Planning Improvement Board and the Planning Committee on the conclusions of the sounding board work stream.

#### 3. Background

- 3.1 At the meeting of the Planning Committee on the 27 September two reports were presented with the aim of aiding discussion on future improvements to the Planning Service. The discussion focused on the following themes:
  - A. Introducing member involvement at pre-application stage.
  - B. Committee Site Visits.
  - C. Public participation in meetings of the Planning Committee
  - D. Officer Delegation for planning decisions.
  - E. Officer Reports to the Committee.
  - F. Committee Decisions contrary to Officer Recommendation.
  - G. Reviewing the Planning Good Practice Guidance for Members.
- 3.2 The Planning Committee had a wide-ranging discussion of the issues related to the above and the conclusions included the following:

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- elected members would welcome closer engagement with pre-application enquiries including on larger scale proposals
- acknowledged that visits on the same day as the Planning Committee provided little opportunity to address matters arising from the visit
- that ward members need the ability to refer applications to the Planning Committee.

## **4. Next Stages**

4.1 The discussion at the Planning Committee on the 27 September provide a starting point for taking forward the process of identifying and making procedural changes. The initial work programme will be discussed with the Sounding Board with the primary aim to improve the delivery of an efficient Planning Service. Initial suggestions include:

- Public participation in meetings of the Planning Committee
- Site Visits by the Planning Committee,
- Officer Delegation for planning decisions.
- Officer Reports to the Committee.
- Dealing with Committee Decisions contrary to Officer Recommendation.

4.2 The proposals from the Sounding Board will be sent to both the Planning Improvement Board and the Planning Committee with any changes to policy or the Constitution coming to the Policy Committee after consultation with Audit & Governance Committee and also Standards Committee, as necessary.

4.3 It is also suggested that once the Sounding Board has reported on the procedural changes in relation to the making of planning decisions it considers how member involvement at pre-application stage could be introduced. Changes to the current 'Planning Good Practice Guidance for Members' will be required if members are to become engaged at the pre-application stage. It is suggested that it would be appropriate to undertake a review of the Planning Good Practice Guidance for Members at the same time. This guidance was last reviewed in 2013 and the review should take on board recent best practice advice which was summarised in the report of the Planning Improvement Lead to the Planning Committee meeting on the 27 September.

## **5. Implications**

5.1 Financial Implications

There are no financial implications arising from this report

5.2 Legal Implications

There are no legal implications arising directly from this report.

## **6. Contributions to Corporate Priorities**

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The proposals in this report support the Council priority of “Supporting the Well-being of our Communities”.

## **7. Impact on the declared Climate Emergency**

This report does not have a negative impact on climate change.

## **8. Risk Management**

The A reduction of the number of applications considered by the Committee would result in cost savings in the processing of planning applications. Additionally, current delegation arrangements do have the potential to delay the determination of applications without sound planning reasons and procedural change to decision making is an integral part of ensuring current under performance is addressed.

## **8. Chief Finance Officer (s151 Officer) Statement**

A Chief Finance Officer Statement is not required for this report.

## **9. Monitoring Officer Statement**

Proposed changes to the Development Control Protocol, Scheme of Delegation to Officers and/or Probity in Planning Guidance will require approving at a meeting of Full Council after consulting with Audit and Governance Committee and Standards Committee, as necessary.

## **10. Consultation with Others**

Planning Committee on 27 September 2021

## **11. Background Documents**

- A. Planning Committee 27 September, Agenda Item 6, Report - Review of best practice guidance on making planning decisions
- B. Planning Committee 27 September, Agenda Item 7, Planning decision making Procedures

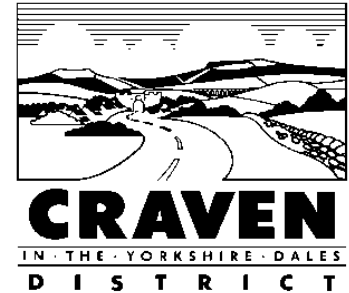
## **12. Appendices - None**

## **13. Author of the Report**

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or question

**Policy Committee – Date 19 October 2021****WASTE EDUCATION PROGRAMME****Report of the Director of Services****Lead Member – Councillor Lis****Ward(s) affected: All****1. Purpose of Report**

1.1 To present a proposed Waste Education Programme for the Craven District.

**2. Recommendations – Members are recommended to:**

2.1 Note the proposed programme of activity detailed at Appendix 1.

2.2 Make any further recommendations on the proposed activities to be undertaken in the programme.

**3. Report**

3.1 During 2020 and 2021, the Council's performance targets for the reduction of waste and the improvement of recycling rates were not met, with resulting environmental and financial impacts. The figures were as follows:

<b>Performance Indicator</b>	<b>Target</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Residual Waste Volume Per Household (kg)	467	487	468	495
% Waste Recycled	50	37.74	38.87	39.90
% Contamination Rate	10	8.95	10.94	11.85

3.2 Contamination of recycling bins resulted in an additional charge of £16,000 for the year 2019/20 and £14,000 for 2020/21.

3.3 The cost of disposal of the additional volume of waste collected (in comparison to our target volume) is estimated to be c. £20,000 for the year 2019/20.

3.4 The Council has committed to offer a Waste Education Programme. This is listed in both the Council Plan and the Climate Emergency Strategic Plan.

- 3.5 In June 2020, a waste audit was undertaken at Halton East tipping site. The audit showed carrier bags and black refuse bags are a particular contaminant. Since this time, overall tonnage and contamination rates have also increased, with more people now working from home.
- 3.6 The proposed activities in the Waste Education Programme are detailed at Appendix 1. These activities can be undertaken within current staff resources, or with minimal additional cost as detailed.
- 3.7 Consideration has been given to the employment of a fixed-term Waste Education Officer to run a Waste Education Programme. This would likely have the highest impact on both residual waste volumes and contamination rates. However, this would be an expensive option and it is unlikely that the cost of employing a member of staff on a fixed-term contract to complete this work would be entirely recovered by the resulting saving.

#### **4. Financial and Value for Money Implications**

- 4.1 The proposed programme at Appendix A will result in costs of around £4,000 for printing and supplies. The activities will have an impact on staff resources, which can be managed within the existing budget.

#### **5. Legal Implications**

- 5.1 There are no direct legal implications in relation to the proposals.

#### **6. Contribution to Council Priorities**

- 6.1 A Waste Education Programme is stated as a key delivery mechanism in the Council Plan for the delivery of the Council Priority 'Carbon Neutral Craven'.

#### **6.2 Impact on the declared Climate Emergency**

Processing excessive volumes of residual waste results in the use of fossil fuels and the generation of greenhouse gases. Contamination of recycling results in the unnecessary production and use of virgin materials with related climate and ecological impacts. Reducing volumes of residual waste and of recycling contamination across the District contribute strongly to the Climate Emergency priority 'Low Carbon Waste'.

Note that the production of bin stickers for recycling awareness creates single use plastic. The production of stickers is likely to result in a decrease in recycling contamination rates but is likely to be viewed negatively by local environmental groups.

#### **7. Risk Management**

Potential reputational risk from failure to implement a Council Plan priority.

## **7.2 Chief Finance Officer (s151 Officer) Statement**

Although there is an additional cost request to this scheme, it is anticipated and expected that there will be a reduction of the excess charges the Council currently incurs as a result of contamination of the recyclate. The cost of the education programme is significantly less than the additional fees charged to the Council in both 19/20 and 20/21.

## **7.3 Monitoring Officer Statement**

A Monitoring Officer Statement is not required for this report.

## **8. Equality Impact Analysis**

- 8.1 A full Equality Impact Analysis has not yet been completed. An Equality Impact Assessment will be completed for any relevant proposals under the programme.

## **9. Consultations with Others**

- 9.1 Options for a Waste Education programme were discussed with other Local Authorities via the LGA Climate Emergency knowledge hub group, and at a Craven Climate Action Partnership group meeting.

## **10. Background Documents**

None

## **11. Appendices**

1. Proposed programme of activity.

## **12. Author of the Report**

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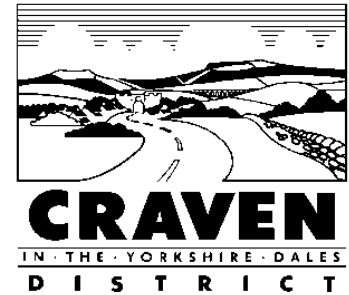
## Appendix 1

Action	Timeframe	Cost
<p><b>Commercial Recycling</b></p> <ul style="list-style-type: none"> <li>• Introduce an additional collection day for commercial recycling to increase capacity.</li> <li>• Contact existing commercial customers to promote environmental and cost benefits of recycling.</li> <li>• Carry out waste audits for existing and potential customers.</li> <li>• Carry out commercial waste services promotion with recycling focus.</li> </ul>	<p>September 2021</p> <p>Promotional activities: October 2021 onwards</p>	<p>Staffing cost to be met within existing waste and communications resources.</p>
<p><b>Domestic Contamination</b></p> <ul style="list-style-type: none"> <li>• Engage with residents on additional blue bin provision where potential need identified.</li> <li>• Increase reporting and replacement of missing blue bin lids, with an initial push in urban areas.</li> <li>• Redesign and issue new bin stickers for households.</li> <li>• Carry out a waste audit to obtain data on high contamination areas.</li> <li>• Run a targeted contamination reduction campaign based on audit outcome.</li> </ul>	<p>September 2021</p> <p>October 2021</p> <p>Distribution – December 2021</p> <p>March 2022</p>	<p>Staffing costs to be met within existing waste resources.</p> <p>Bin lid costs dependent on number replaced.</p> <p>Sticker printing £2,000</p>
<p><b>Website Update</b></p> <ul style="list-style-type: none"> <li>• Refresh information on recycling and make more prominent and easier to find.</li> <li>• Investigate content type, including addition of informational videos.</li> <li>• Add a Q&amp;A using common recycling queries.</li> <li>• Run a campaign around the biggest recycling issues, e.g. bagged recycling.</li> <li>• Invite recycling partners to develop/share content.</li> <li>• Consider introduction of content for children, such as activities for use in clubs.</li> </ul>	<p>From December 2021</p>	<p>Staffing costs to be met within existing waste and communications resources.</p> <p>Partner costs: To be determined, dependent upon work undertaken.</p>
<p><b>Garden Waste</b></p> <ul style="list-style-type: none"> <li>• Introduce an additional day to existing garden round to meet increasing demand.</li> </ul>	<p>March 2022</p>	<p>Operating costs to be covered by garden waste subscription fees.</p>

<b>Promotion campaigns</b> <ul style="list-style-type: none"><li>• Run a specific Christmas and New Year Recycling Campaign.</li><li>• Engage with Parish Councils to utilise Parish newsletters</li></ul>	December 2021 January 2022	Staffing costs. Potential printing costs contributions.
<b>WEEE &amp; Batteries Information</b> <ul style="list-style-type: none"><li>• Improve communications around WEEE and battery recycling and why this is important.</li></ul>	March 2022	Council Tax Leaflet printing £500
<b>Recycle Week 2022</b> <ul style="list-style-type: none"><li>• Run specific activities during national recycle week 2022 to match the national theme.</li></ul>	To be determined	To be determined
<b>Work with Local Community Groups</b> <ul style="list-style-type: none"><li>• Investigate partnership opportunities with existing community groups.</li><li>• Continue to engage with local litter collection groups where recycling is a possibility.</li></ul>	Ongoing	Staffing costs Bin provision costs.

## **Policy Committee – 19<sup>th</sup> October 2021**

# **Revised Craven Statement of Community Involvement (SCI) for Planning**



## **Report of the Strategic Manager for Planning and Regeneration**

### **Lead Member for Planning – Councillor Myers**

**Ward(s) affected: All wards wholly or partly outside the Yorkshire Dales National Park**

#### **1. Purpose of Report**

- 1.1 To present a draft revised Statement of Community Involvement (SCI) for Planning.

#### **2. Recommendations – Members are recommended to:**

- 2.1 Approve the draft revised SCI 2021 set out at appendix A to this report.
- 2.2 Grant delegated authority to the Strategic Manager for Planning and Regeneration to publish for public consultation the draft revised SCI 2021 set out at appendix A for a 4-week period, running from Monday 25<sup>th</sup> October until Monday 22<sup>nd</sup> November 2021.

#### **3. Report**

- 3.1 The Council's Statement of Community Involvement (SCI) sets out how Craven District Council intends to involve the community and stakeholders throughout the preparation of spatial planning documents (including the Craven Local Plan) and during the consideration of planning applications (development management) that relate to the area of Craven outside the Yorkshire Dales National Park – the plan area. In terms of spatial planning and development management, it sets out what will be consulted upon, who will be consulted, when and how the Council will consult.
- 3.2 The current SCI was adopted in March 2018 and is a revised version of the first SCI adopted in June 2006.
- 3.3 The requirement to prepare a Statement of Community Involvement is set out in the Planning and Compulsory Purchase Act 2004. The review of the SCI adopted in 2018 is necessary to reflect updated planning legislation, guidance and procedures, as set out in paragraph 2.4 of the draft revised SCI set out at Appendix A.

3.4 In preparing a revised SCI and in line with the 2018 SCI, it is good practice to carry out a period of public consultation inviting comments on the draft revised SCI. Any comments received will then be considered and, where appropriate, inform the final draft SCI prepared prior to adoption.

3.5 Members are asked to approve the draft revised SCI set out at appendix A to this report and give delegated authority to the Strategic Manager for Planning and Regeneration to carry out a period of public consultation. The comments received during consultation together with officer responses and details of any proposed changes to the draft SCI will be presented to members of Policy Committee for adoption early in 2022.

#### **4. Financial and Value for Money Implications**

4.1 Costs associated with public consultation of the revised draft SCI are modest and can be met within this year's Spatial Planning Team's budget.

#### **5. Legal Implications**

5.1 The requirement to prepare and review a Statement of Community Involvement is set out in the Planning and Compulsory Purchase Act 2004.

#### **6. Contribution to Council Priorities**

6.1 The revision of the Council's SCI for Planning will contribute to the Council's priorities to help achieve a carbon neutral Craven and to supporting the wellbeing of our communities by setting out how the Council intends to involve the community and stakeholders throughout the preparation of spatial planning documents (including the Craven Local Plan) and during the consideration of planning applications in the plan area.

6.2 **Impact on the declared Climate Emergency:** Spatial Planning documents, including the adopted Craven Local Plan and subsequent planning applications that are determined in accordance with the development plan and material considerations, support a number of themes and actions included in the Council's Climate Emergency Strategic Plan, including the themes of carbon neutral development, travel and transportation, land and nature and carbon neutral energy & low carbon waste.

#### **7. Risk Management**

7.1 See report.

7.2 **Chief Finance Officer (s151 Officer) Statement:** The cost implications resulting from consultation on the draft revised SCI are not significant. Any wider cost implications arising from a policy change or change in approach would need to be considered as part of a separate decision.

7.3 **Monitoring Officer Statement:** The recommendations in the report are within the legal powers of the Council.

**8. Equality Impact Analysis**

- 8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on age, disability, gender, race/ethnicity, religion or religious belief (faith), sexual orientation, or rural isolation.

**Consultations with Others**

- 9.1 Legal Services, Financial Services, Partnerships Officer.

**9. Background Documents**

- 10.1 None

**10. Appendices**

Appendix A – Draft Revised Statement of Community Involvement (SCI)  
October 2021

**11. Author of the Report**

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**Craven District Council**



**Statement of Community  
Involvement (SCI) for  
Planning**

**Draft for presentation to Policy Committee 19<sup>th</sup>  
October 2021**

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## 1.0 INTRODUCTION

- 1.1 The purpose of planning is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities can take an active part in the process. This Statement of Community Involvement (SCI) has been prepared to explain how the Council, as the Local Planning Authority (LPA) for the area of Craven that falls outside the Yorkshire Dales National Park (the plan area), will engage individuals, communities, businesses, organisations and stakeholders (collectively known as the community) in the planning process.
- 1.2 In the current 'plan-led system' the planning process is essentially made up of two complementary functions:
1. **Spatial Planning**, is concerned with planning positively for future growth and development through plan making. In preparing, reviewing and updating the Local Plan, and preparing Supplementary Planning Documents and other spatial planning documents, the Council seeks to secure sustainable development for the plan area, within the parameters established by government legislation and national planning policy.
  2. **Development Management**, is concerned with the assessment and determination of applications for planning permission. Planning applications are granted, or refused, in accordance with the Development Plan and other material considerations (see para 5.13 in section 5).
- 1.3 In terms of the Council complying with the Public Sector Equality Duty, this SCI has been subject to Equality Impact Assessment, which includes an initial screening process to determine the relevance of equality to a proposal and the decision whether or not a full EIA would be appropriate or proportionate. The results of screening show that the SCI will not impact on any particular protected group and, more broadly, is consistent with the three aspects of the Public Sector Equality Duty, therefore a full EqIA is not appropriate or proportionate. The EqIA Screening Form will be published alongside the final SCI on the Council's website at:



## Craven District Council : Statement of community involvement

- 1.4 In terms of the Council as the Local Planning Authority in meeting its legal obligations under data protection legislation (the UK General Data Protection Regulation, or UK GDPR, and the Data Protection Act 2018, or DPA) and balancing these obligations with the duties and requirements under planning rules and legislation in the context of the everyday work of a planning department, Appendix F of this SCI includes a Privacy Statement which explains how Craven District Council use information in the course of the Council's work as a local planning authority.

## 2.0 WHAT IS THE STATEMENT OF COMMUNITY INVOLVEMENT ALL ABOUT?

### What is the Statement of Community Involvement?

- 2.1 The Council's Statement of Community Involvement (SCI) sets out how Craven District Council intends to involve the community throughout the preparation of planning documents (including the Local Plan) and during the consideration of planning applications that relate to the plan area.
- 2.2 Craven District Council's first SCI was adopted in June 2006 and was then revised in 2018. This SCI is a revision of the one adopted by the Council in 2018.
- 2.3 This document describes the background and context for the SCI, and sets out, in relation to the two functions of spatial planning and development management set out above:
- **what** will be consulted upon,
  - **who** will be consulted,
  - **when** the Council will consult,
  - **how** the Council will consult.

### Why is a statement of community involvement required?

- 2.4 Local planning authorities are required to produce a SCI under Section 18 (Part 1) of the Planning and Compulsory Purchase Act (2004). There is also a requirement for LPAs to update their SCIs at least every five years<sup>1</sup>. The review of the SCI adopted in 2018 is necessary to reflect updated planning legislation, guidance and procedures, as outlined below:
- **The Planning and Compulsory Purchase Act 2004**, Section 18 (Part 1), sets the requirement for LPAs to produce a Statement of Community Involvement;

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<sup>1</sup> Regulation 10A (1)(b) of The Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended)

- **The Town and County Planning (Local Planning) (England) Regulations 2012** (as amended) set out the minimum requirements for consultation on planning policy documents;
- **The Town and Country Planning (Development Management Procedure) (England) Order 2015** sets out the minimum requirements for consultation on planning applications;
- **The Localism Act 2011**, Section 110 (also: Planning and Compulsory Purchase Act 2004, Section 33A), sets out a 'Duty to Co-operate' between public bodies on planning issues that cross administrative boundaries;
- **The Neighbourhood Planning (General) Regulations 2012** set out the requirements for consultation on Neighbourhood Plans;
- **The Neighbourhood Planning (Referendums) (Amendment) Regulations 2016**;
- **The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017**;
- **The National Planning Policy Framework (NPPF) 2021** sets out the importance of community involvement and multi-agency consultation, and further emphasises the importance of co-operation across local authority boundaries;
- **National Planning Practice Guidance** was first published by the Government in March 2014. It adds further context to the National Planning Policy Framework (NPPF) and sets out requirements for the preparation and review of SCIs.
- **The Community Infrastructure Levy Regulations 2010** (as amended) set out the minimum requirements for consultation on the Community Infrastructure Levy (Note: At present Craven District Council is not considering the adoption of a CIL charge);
- **The Planning (Listed Building and Conservation Areas) Act 1990**, Section 69, sets out the need to periodically review Conservation Area designations in consultation with the community;
- **The Town and Country Planning Act 1990**, Section 199, sets out the need to consult persons and consider representations and objections in relation to Tree Preservation Orders (TPOs).

- 2.5 In addition, preparing a new SCI gives the Council the opportunity to review and improve its approaches to consultation, based on experience and best practice.
- 2.6 This SCI addresses the above legal consultation requirements. Once the SCI is adopted, Craven District Council will need to follow the procedures for consultation and engagement set out in this document.
- 2.7 In August 2020 the Government published a White Paper 'Planning for the Future' for consultation which would, if enacted into legislation as the Government intends, have a very significant effect on the process, content and timetable for preparing local plans. It is likely that this SCI will need to be reviewed and updated following any changes to planning legislation.
- 2.8 In July 2021, the Government announced that local councils in North Yorkshire will be reorganised to form one new authority across the whole of the county. The new authority will exist from April 2023; therefore, it is likely that a new SCI will be prepared for that new authority.

### **3.0 SPATIAL PLANNING**

- 3.1 The Council is responsible for plan making, which sets out how an area will develop over time and provides a guide for future development. This part of the SCI sets out the Council's standards and approach for consulting Craven's community in the preparation of, and revisions to, spatial planning documents, which include the Local Plan, Supplementary Planning Documents (SPDs) and other documents. The SCI explains what, who, when and how the Council will consult when preparing spatial planning documents.
- 3.2 The legal requirements for consultation and community involvement in plan making are set by the Government in legislation including The Planning and Compulsory Purchase Act (2004) (as amended), the Neighbourhood Planning Act (2017) and The Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended). This legislation sets out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process. This section of the SCI sets out how the Council will meet these legal requirements.
- 3.3 The Council will also involve the community in the preparation of documents when regulations don't apply and where consultation is not a legal requirement, but is encouraged. For example, consultation on conservation area appraisals and designations. The Council will take a proportionate approach to community involvement having regard to the general approach taken in the Regulations set out in the paragraph above and other guidance provided by relevant organisations and statutory consultees, such as Historic England.

#### **The Development Plan**

- 3.4 The development plan is a set of statutory documents which set-out the policies, proposals and site specific allocations that are used to guide the nature and location of development in a particular area.
- 3.5 In Craven, the following documents form the development plan:

- the adopted Craven Local Plan (November 2019) for Craven outside the Yorkshire Dales National Park<sup>2</sup>;
- Saved policies from the Minerals & Waste Local Plans (prepared by NYCC covering the County of North Yorkshire outside the Yorkshire Dales and North York Moors National Parks and the City of York Council). Note: NYCC are currently preparing a Joint Minerals & Waste Local Plan to replace these saved policies.
- The Gargrave Neighbourhood Plan (Made July 2019)

The above documents can be viewed at:

[Craven District Council : Craven Local Plan](#)

3.6 When assessing planning applications, the Council's Development Management Team will consider whether a planning application conforms with the Development Plan. In accordance with the National Planning Policy Framework (NPPF), plans and decisions should apply a presumption in favour of sustainable development. For decision making, this means that a decision must be taken in accordance with the development plan unless there are material considerations that indicate otherwise. Material planning considerations include national planning policies and any adopted Supplementary Planning Documents (SPD).

#### **What Will Be Consulted Upon: Spatial Planning Documents**

##### The Craven Local Plan

3.7 The adopted [Craven Local Plan and policies](#) map forms part of the statutory development plan and, as stated above, is a primary consideration in decisions on a planning application, unless material considerations indicate otherwise.

3.8 The preparation, review and update of any Local Plan is an iterative process; where on-going informal engagement with the community, together with formal public consultation, help to inform drafts of the document. The final draft is then

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<sup>2</sup> The YDNP is a separate planning authority and is responsible for preparing both a local plan and a minerals and waste local plan for the Craven part of the National Park area.

subject to independent examination by an Inspector appointed by the Secretary of State. The Local Plan can only be adopted by the Council if found to be sound at Examination.

- 3.9 Craven District Council is required to review the policies of the adopted Local Plan by November 2024 (5 years following adoption) with the view to updating policies as necessary following that. Local Government Review will have implications for the programmed review and update of the adopted Craven Local Plan.

### Neighbourhood Plans

- 3.10 The Localism Act 2011 introduced the opportunity for communities to produce 'Neighbourhood Plans', which is a community-led framework for guiding the future development, regeneration and conservation of an area. As Craven is fully parished any Neighbourhood Plan must be initiated through the relevant parish or town council.

- 3.11 Neighbourhood Plans can add detail beyond the strategic elements of the District Council's Local Plan. They can contain a vision for the neighbourhood plan area together with planning policies to guide future development and/or the allocation of sites for specific kinds of development. They must be in conformity with national policy as well as the local plan strategic policies adopted by the local authority. Informal engagement and formal consultation forms part of the neighbourhood plan preparation process. If successful at public referendum, a Neighbourhood Plan can be adopted or made and becomes part of the statutory development plan for the area.

- 3.12 Local authorities have a legal requirement to support town and parish council's in preparing Neighbourhood Plans.

- 3.13 Details of current emerging neighbourhood plans that are being prepared in Craven can be found at

[Craven District Council : Neighbourhood plans](#)

## Supplementary Planning Documents

3.14 Supplementary Planning Documents (SPDs) offer additional information and guidance on thematic or site specific issues, in order to help with the interpretation and implementation of policies and strategies set out in the adopted Craven Local Plan. They cannot be used to allocate land or introduce new planning policies, they are not subject to independent examination and do not form part of the Development Plan, however they are capable of being a material consideration in planning decisions. In preparing SPDs local planning authorities are required to meet the requirements of The Town and Country (Local Planning) (England) Regulations 2012, which include specific requirements for public participation.

3.15 The Council has currently adopted one SPD on Affordable Housing, which is available to view at [Craven District Council: Craven Local Plan](#) Other SPDS relating to Good Design, Rural Workers' Dwellings, Green Infrastructure and Biodiversity, and Flood Risk and Water Management are currently being produced, in line with the Council's [Local Development Scheme](#).

## Sustainability Appraisal

3.16 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process and is subject to specific stages of local plan preparation, including public consultation, set out in table 1 below. A sustainability appraisal is not necessary for the preparation and approval of Supplementary Planning Documents (SPDs). In terms of Neighbourhood Plans the National Planning Policy Guidance (NPPG) (para 026 Reference ID: 11-026-20140306) states that the Planning and Compulsory Purchase Act 2004 does not include a legal requirement for a neighbourhood plan to have a sustainability appraisal, however, a qualifying body must demonstrate how its plan or order will contribute to achieving sustainable development.

3.17 The purpose of the SA is to assess the social, environmental and economic effects of a plan. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. These documents are



prepared in parallel to the Local Plan and Neighbourhood Plans, and continuously inform and shape their content.

- 3.18 The first stage of the SA is the production of a Scoping Report which will identify the key sustainability issues for the area. The scoping report sets out the process by which the policies and proposals in the Local Plan are to be appraised in order to ensure that they contribute to the aims of sustainable development.
- 3.19 Where scoping determines that a full sustainability appraisal is required, the process must take full account of Strategic Environmental Assessment (SEA), which is required by UK law in accordance with the provisions of the Strategic Environmental Assessment (SEA) Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9(1)). SEA is the recognised method for systematically identifying and evaluating the impacts that a plan is likely to have on the environment. When combined with a full sustainability appraisal it helps to improve policies and ensure that they reflect sustainable development principles.

#### Strategic Environmental Assessment (SEA) & Habitats Regulations Assessment (HRA)

- 3.20 When preparing Local Plans, Neighbourhood Plans & SPDs, a local planning authority is required to determine, through screening, whether a Strategic Environmental Assessment (SEA) and/or a Habitat Regulations Assessment (HRA) are required, in order to meet the provisions of the Strategic Environmental Assessment (SEA) Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9(1)) and also the Habitats Directive 92/43/EEC - which is transposed into British law by Regulation 102 of the Conservation of Habitats and Species Regulations, 2010. As stated above, the process of SEA is incorporated into the Sustainability Appraisal of a Local Plan and details of public consultation relating to Sustainability Appraisal are provided in Table 1.

## Local Development Scheme (LDS)

- 3.21 Local Development Scheme (LDS) is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). National Planning Policy Guidance (NPPG) states that it must specify (among other matters) the documents that form part of the development plan for area or will once prepared and adopted. Whilst there is no statutory requirement for the Council to consult the public on the LDS, the NPPG states that it must be made available publicly and kept up-to-date so that the local community and other interested parties can keep track of progress on the preparation of the Local Plan.
- 3.22 Any update to the Council's LDS will be approved through its committee system. The Council's LDS was updated and approved in 2020 and sets the documents that form the development plan for the area of Craven outside the YDNP. It also sets out a programme to produce key spatial planning documents, including SPDs and provides details relating to the Council's SCI, Neighbourhood Plans, monitoring of the adopted Craven Local Plan, Authority Monitoring Report and the Duty To Cooperate. The LDS can be viewed [here](#).

## Authority Monitoring Report

- 3.23 The Authority Monitoring Report (AMR) allow the effects of adopted Craven Local Plan policies to be measured and reviews the effectiveness of these policies. It is prepared and published annually and as soon as practicable after the close of the monitoring year on 31st March. The AMR also monitors the progress being made on the preparation of new policy documents, against the timetable set out in the LDS. The AMR is the main mechanism for reviewing the relevance of Local Plan policies and for identifying any changes that may be necessary. As the AMR is factual, there is no requirement to consult, however it is published on the Council's website to inform the public and users of the planning system, to meet statutory requirements. The current and past AMR's can be viewed at:

[Craven District Council : Authority Monitoring Report \(AMR\)](#)

## Legal Compliance and Soundness Toolkits & Equality Impact Assessment (EqIA)

3.24 When the draft Craven Local Plan was prepared and submitted to the Secretary of State and to help demonstrate that it is both legally compliant and sound, Craven District Council elected to complete the **Legal Compliance and Soundness Toolkits** prepared by the Planning Advisory Service (PAS), which can be viewed at:

[Legal Compliance and Soundness Toolkit March 2018](#)

3.25 In fulfilling its responsibilities under the Public Sector Equality Duty, the council undertook an equality impact assessment (EqIA) of the Craven Local Plan. This Equality Impact Statement helps in understanding the likely impacts of a proposal on protected groups. This can be viewed at:

[EqIA of the Craven Local Plan](#)

3.26 Where an EqIA is prepared for an updated or new Local Plan or Neighbourhood Plan, it too will be subject to public consultation.

## Evidence Base

3.27 The evidence base underpinning new and updated documents that form the development plan and other planning documents is also subject to public scrutiny. All documents prepared or commissioned by the Council will be approved through its committee system. Some documents will also be subject to public consultation either independently, or alongside the relevant plan or SPD. Details of the Local Plan evidence base can be found [here](#).

## **Who Will Be Consulted: Spatial Planning Documents**

3.28 The Town and Country Planning (Local Development) (England) Regulations 2012 set out the requirements for community involvement that LPAs must meet when producing spatial planning documents including Local Plans & SPDs. The Council is required under these Regulations to consult 'specific consultation bodies' and other interest groups/individuals which cover the whole range of voluntary, community, special interest, amenity and business

interests, referred to as 'general consultation bodies'. A list of specific consultees and general consultees can be found in Appendix A. These organisations have subscribed to receive emails relating to spatial planning consultations and the publication of the Council's Planning Focus bulletin.

3.29 Further information relating to some of the different types of consultees is included below:

#### Council Members

3.30 The Council Members are representatives for the people of the Craven District and play a key role in listening and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan and other spatial planning documents through the Council's committee system. Councillors are able to advise the Council on the issues important to the area they represent.

#### Parish/Town Councils

3.31 The views of the Parish/Town Councils are crucial in identifying priorities at the grass roots level. Regular dialogue with Parish/Town Councils enables the District Council to engage with, and seek the views of, large sections of the community. The Parish/ Town Councils will also be asked for their assistance in promoting any consultations.

#### Voluntary sector and amenity groups

3.32 Consultation with the voluntary and community sector is crucial in reaching community groups. The sector helps to give a voice to the community through specialist knowledge of client groups and allows the Council to develop relationships with those groups.

#### Hard to reach groups

3.33 The general consultation bodies listed at appendix A lists include some hard to reach groups the Council will consult with to help to promote and develop partnership working and ensure that the views of these groups are taken into

consideration in the preparation of spatial planning documents. In order to ensure all relevant hard to reach groups are included in consultations, additional hard to reach groups can be added to this list at any time.

### Professional/Commercial sector

3.34 Other groups such as local organisations, agents, developers and businesses usually have specialist knowledge of technical and industry issues and priorities and their participation in the planning process allows the Council to make better informed decisions.

### The Duty To Cooperate

3.35 The Localism Act 2011 requires LPAs to engage with neighbouring authorities and other statutory bodies to consider joint approaches to plan-making. This 'Duty to Cooperate' is reiterated in para 24 of the NPPF (2021), which states *"Local planning authorities and county councils (in two-tier areas) are under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries"*. A strategic matter is defined as being the sustainable development or use of land that would have a significant impact on at least two local planning areas, or on a planning matter that falls within the remit of the county council.

3.36 Craven District Council is committed to fulfilling this Duty and, as a matter of practice, works closely with neighbouring authorities and other partner organisations and stakeholders. Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 lists the prescribed bodies the Council are required to work with under the Duty to Co-operate. Those bodies relevant to Craven are listed at Appendix B.

3.37 The Council prepared a [Duty To Cooperate Statement](#) in March 2018, which was submitted with the draft Craven Local Plan in March 2018 prior to examination of the local plan and sets out how neighbouring authorities, prescribed bodies, infrastructure providers and other interested parties engaged with the Council during preparation of the Craven Local Plan (2012-2032, adopted Nov 2019).

## When The Council Will Consult: Spatial Planning Documents

3.38 Table 1 below sets out the key informal and formal opportunities for the community to be involved in the preparation of the Craven Local Plan. This is the minimum required by the regulations<sup>3</sup>, although the Council can carry out additional consultations if there is a need to.

Table 1:

<b>The Local Plan</b>		
<b>Preparation Stage</b>	<b>What is Involved?</b>	<b>Type of Community Involvement</b>
<b>Stage 1</b> Development of evidence base	Background research and evidence gathering to inform the emerging plan.	Informal engagement
<b>Stage 2</b> Preparation of Local Plan (Regulation 18)	<p>The Council will inform the community that the Local Plan is being produced and ask for views on the scope of the plan, options and finally preferred options. This stage in the plan making process is likely to require a number of methods of consultation, including a six-week period of consultation on a preferred option draft local plan when representations will be invited.</p> <p>A Sustainability Appraisal Scoping Report will be prepared and consultation will be carried out with The Environment Agency, Natural England, English Heritage.</p>	Formal consultation – submit representations
<b>Stage 3</b> Publication of the Local Plan (Regulation 19 & 20)	After taking into account the representations received on the (Regulation 18) preferred options draft plan, the Publication Draft Plan is formally published for a six-week period to allow representations to be made (to be considered during the	Formal consultation – submit representations

<sup>3</sup> Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

	<p>Independent Examination).          Consultees are asked to complete a standard representation form and to indicate whether or not in their view the plan is legally compliant and 'sound' and to give their reasons. Via this form the Council will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</p> <p>A Sustainability Appraisal Report will also be prepared, published &amp; consulted on alongside the Publication Local Plan.</p>	
<p><b>Stage 4</b>          Submission to the Secretary of State (Regulation 22)</p>	<p>The draft local plan will be submitted to the Secretary of State for examination together with the submission Policies Map (if appropriate), A Sustainability Appraisal Report and Consultation Statement detailing the main issues raised in the representations received in stages 2&amp; 3 above and how the issues raised in stage 2 have been addressed. Copies of any representations made at stage 3 and any other relevant supporting documents will also be submitted.</p> <p>The Council will notify those persons who have requested to be notified that the Submission documents are available for inspection</p>	
<p><b>Stage 5</b>          Independent examination (Regulation 24)</p>	<p>An examination is held by an independent Inspector. The Inspector will assess the soundness of the Local Plan.</p>	<p>Formal – attendance at Examination</p>

	<p>Any consultee who made a representation at stage 3 (Regulation 19 &amp; 20) and indicated that they wish to attend the examination and speak at the public hearings will be informed of the date, time, venue and format of the hearings and be entitled to be heard at the examination. Any main modifications the Inspector considers necessary to make the plan sound would be subject to sustainability appraisal and consultation.</p>	
<p><b>Stage 6</b> Publication of the Inspector's report (Regulation 25)</p>	<p>The Local Authority publish the Inspector's recommendations and give notice to all persons who requested to be notified that the recommendations are available.</p>	
<p><b>Stage 7</b> Adoption (Regulation 26)</p>	<p>If the Inspector finds the Local Plan sound, the Council will proceed to adopt the Local Plan. This may include modifications to the submission draft recommended by the Inspector, which will be published by the Council. The LPA publish the adopted Local Plan, the Adoption Statement, the Sustainability Report and informs those who have been asked to be notified of its adoption.</p>	

3.39 Table 2 below sets out the key informal and formal opportunities for the community to be involved in the preparation of Neighbourhood Plans. This is the minimum required by the regulations<sup>4</sup>.

<sup>4</sup> The Neighbourhood Planning (General) Regulations 2012 (as amended)



Table 2:

<b>Neighbourhood Plans</b>		
<b>Preparation Stage</b>	<b>What is Involved?</b>	<b>Type of Community Involvement</b>
<b>Stage 1</b> Neighbourhood Area Designation	An application for neighbourhood area designation will be publicised by the local planning authority (LPA) for six weeks (unless the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority, in which case the Council does not have a choice other than to approve the area).	Formal consultation – submit comments on the proposed neighbourhood area designation
<b>Stage 2</b> Preparing a Draft Neighbourhood Plan	The qualifying body (Town or Parish Council) gathers baseline information, engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan.  Screening for SEA is required at an early stage in neighbourhood plan preparation to ascertain whether they are likely to trigger any EU directives (see para 3.20). The Screening Report will be published for comment.	Informal engagement – submit comments on the draft Neighbourhood Plan
<b>Stage 3</b> Pre-Submission (Regulation 14)	The qualifying body publicises the draft plan for a minimum of six weeks to bring it to the attention of people who live and work or carry on business in the neighbourhood area.  The qualifying body consults “Consultation Bodies”, adjoining parish councils, voluntary bodies, racial, ethnic or national groups, religious	Formal consultation - submit representations

	<p>groups, persons carrying on business in the area and interests of disabled persons.</p> <p>A draft neighbourhood plan is sent to the LPA for comment.</p>	
<p><b>Stage 4</b> Publicising the Submission Neighbourhood Plan (Regulation 16)</p>	<p>The qualifying body formally submits the neighbourhood plan to the LPA, along with the Consultation Statement, Equality Impact Assessment and Basic Conditions Statement, which includes, amongst other things, details of the SEA process (see para 3.20).</p> <p>The LPA publicises the neighbourhood plan for a minimum period of six weeks. The LPA notifies consultation bodies and everyone who made representations as referred to in the consultation statement about this formal period of consultation.</p>	<p>Formal consultation - submit representations</p>
<p><b>Stage 5</b> Submission of Plan proposals to Examination (Regulation 17)</p>	<p>The LPA will send the draft neighbourhood plan proposal together with the supporting documents listed at stage 4 above and copy of representations received at stage 4 (Reg 16) to the Examiner.</p> <p>The LPA publicises the Examiners report on the website as soon as practicable after it is received.</p> <p>The Examiner's report will form a view on whether the neighbourhood plan meets the basic conditions. This may include modifications. If the Council propose to make a decision which differs from that recommended by the examiner, the Council will</p>	<p>Formal consultation - submit representations if necessary</p>

	notify relevant parties including those who were previously consulted and invite representations for a period of six weeks.	
<b>Stage 6</b> Decision on a Plan Proposal (Regulation 19)	The LPA will publicise on their website their decision to make the neighbourhood development plan. The publication should include the decision and reasons for making that decision and details of where the decision can be inspected. A copy of the decision will be sent to the Qualifying Body and any person who asked to be notified.	
<b>Stage 7</b> Publicising a Neighbourhood Development Plan “Made Plan” (Regulation 20)	The LPA publicises the decision that a neighbourhood plan has been made, publishes the made Neighbourhood Development Plan, details where the plan can be inspected and notify all persons who asked to be notified.	
<b>Stage 8</b> Referendum	The Council is responsible for organising the Referendum. The Council must publish an information statement and notice of the referendum and declare the results.	Referendum - vote
<b>Stage 9</b> Adoption	If more than 50% of those voting in a referendum are in favour, then the plan must be made/adopted by the local planning authority within 8 weeks of the Referendum. Once made, the neighbourhood plan becomes part of the statutory development plan for the area.	

3.40 Table 3 below sets out the key informal and formal opportunities for the community to be involved in the preparation of Supplementary Planning Documents (SPDs). This is the minimum required by the regulations<sup>5</sup>.

Table 3:

<b>Supplementary Planning Documents (SPDs)</b>		
<b>Preparation Stage</b>	<b>What is Involved?</b>	<b>Type of Community Involvement</b>
<p><b>Stage 1</b> Public participation on the draft SPD (Regulation 12)</p>	<p>The Council will inform the community that the SPD is being produced and ask for views on the draft SPD by organising a period of public participation over a four-week period to allow comments to be submitted to the Council.</p> <p>Screening reports are prepared and published to determine whether the SPD should be subject to a SEA and/or HRA Appropriate Assessment or further assessment (see para 3.20). The Council will publish these Screening Reports for comment.</p>	<p>Informal consultation – submit comments</p>
<p><b>Stage 2</b> Invite representations on the Draft SPD (Regulation 13)</p>	<p>The Council will prepare and publish a Consultation Statement detailing the main issues raised in the comments received in stage 1 above and how those issues have been addressed in the draft SPD.</p> <p>The Council will formally consult on the draft SPD for a four-week period to allow representations to be made and publish the Consultation Statement.</p> <p>The Council will ask those who respond if they wish to be kept</p>	<p>Formal consultation – submit representations</p>

<sup>5</sup> Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

	informed when the SPD is adopted.	
<b>Stage 3</b> Adoption (Regulation 14)	The Council adopts the SPD, makes the adopted SPD and Adoption Statement available and informs those who have been asked to be notified of its adoption.	

## How The Council Will Consult: Spatial Planning Documents

### Keeping the community informed

3.41 Throughout the process of preparing spatial planning documents, from the earliest stages through to adoption, the community will be kept informed of progress as follows:

- [The Local Development Scheme](#)
- [Authority Monitoring Report](#)
- [The Spatial Planning webpages of the Council's website](#)
- [Reports to Craven Spatial Planning Sub Committee](#)

3.42 Interested parties can subscribe to receive emails relating to spatial planning consultations and Planning Focus, the spatial planning bulletins via the [subscriptions webpage](#) of the Council's website. The Council encourages individuals and organisations to self-register and explains the implications of registering or not registering. Those on the database will be kept updated on the progress of preparing spatial planning documents, including the Local Development Plan & Supplementary Planning Documents (SPDs) and be informed of the dates of any future consultation events in relation to these documents.

### Methods the council will use to inform, consult and engage

3.43 In respect of the stages of Local Plan, Neighbourhood Plan and SPD preparation set out in tables 1, 2 & 3 above and in line with the appropriate Regulations the Council will use the following methods to inform, consult and

engage, as appropriate. The methods used will be proportionate to the nature of the spatial planning document being prepared.

3.44 Information: The Council will provide information on what the Council is doing, what stage it is at in the preparation of the documents, where documents can be inspected, and how the community can get involved via:

- Notices on the council's website, and advertising through other methods such as social media, news releases, Council publications or press adverts.
- Email (using MailChimp) and letter correspondence with 'specific consultation bodies', appropriate 'general consultation bodies' and other relevant stakeholders (see Appendix A), including those who have subscribed to receive consultations and/or Planning Focus round-ups by email.

3.45 Consultation & Participation: This will take place informally and formally during the stages set out in tables 1- 3 above relating to the preparation of spatial planning documents, providing the community an opportunity to comment and submit representations on draft documents via:

- Email consultations (using MailChimp) with 'specific and general consultation bodies', other relevant stakeholders and those who have subscribed to receive consultations and/or Planning Focus round-ups by email.
- Making consultation documents available to view on the Council's website, at Council offices and libraries. At times of Government restrictions due to Covid-19 resulting in either the fully or partial closure of the Council's principal office and libraries, documents will be available on the website.
- Public exhibitions/public drop in events/public meetings as appropriate.

3.46 The Council's preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. This will save cost and time associated with postage. Letters will be issued if required but only when an email address is not available for the consultee. We are happy to receive

comments by post, although hope that respondents will appreciate the benefits that electronic communication can bring.

3.47 All documents and information will be made available in alternative formats on request; such as large print paper, and in different languages.

### **Submitting Comments & How They Feed into Decisions**

3.48 How can you comment?

- Consultation response forms will be available to download or print off from the Council's website, or provided in hard copy on request without charge.
- Responses can be submitted in electronic format via email, using the pre-prepared comments forms in Word to download and complete.
- Comments can also be submitted to the Council in writing;
- Individuals, bodies and organisations can subscribe to receive consultations and/or Planning Focus round-ups by email via the [Subscriptions](#) web page on the Council's website.
- Comments must be received by the Council no later than 5pm on the last day of the consultation period to allow for responses to be read and reported on in a timely manner. Late responses will be held on file but may not influence the document.

3.49 What will happen to your comments?

- Persons making representations will receive acknowledgement of receipt of their comments preferably via email but also via letter if appropriate, if the Council received them within the consultation period.
- The acknowledgement email or letter will include an invitation to subscribe to receive consultations and/or Planning Focus round-ups by email via the [Subscriptions](#) web page on the Council's website.
- Responses and details will be logged on the Council's database relating to the specific consultation. The Council will abide by data protection laws.
- The key issues raised by representations will be summarised and incorporated into a Consultation Statement and published at the appropriate time, as referred to in Tables 1 & 3 above. In terms of the early

stages of local plan preparation, it may be appropriate, prior to the preparation of Consultation Statements, for the Council to prepare response papers, which will include the Council's response to comments made, an indication as to whether there is likely to be a change made to the next version of the draft local plan, and if a change is proposed, the details of the change. These response papers will be available to view on the Council's website; to allow for the consideration of comments received these papers will be published a little while after the consultation period ends.

### 3.50 How will comments feed into decisions?

3.51 The information and comments the Council obtains through participation and consultation with the community will be used to inform the Council's decisions and shape any documents produced. The Council cannot guarantee that each comment will result in changes to the document being prepared. However, the Council can guarantee that every comment will be read and that the responses will be considered in light of national and local guidance, local circumstances and evidence base.

3.52 It is the responsibility of the spatial planning team to prepare spatial planning documents, undertake consultation, consider the comments and make recommendations to the Craven's Spatial Planning Subcommittee and Policy Committee as appropriate and then implement Members' decisions. The recommendations will clearly explain the reasoning for the recommendation taking into account the views of the community. Full Council also has a role to play in the preparation and formal adoption of spatial planning documents, such as the Local Plan and SPDs.



## 4.0 LINKS WITH OTHER PLANS AND STRATEGIES

4.1 The contents of this SCI not only take account of national planning policy but also complement other plans and strategies produced by Craven District Council, North Yorkshire County Council and other bodies. This allows the Council to have a consistent approach to service delivery. The most relevant plans and guidance are set out below.

### Craven District Council Plan 2020 and beyond

4.2 The Council has agreed its vision and priorities for 2020 and beyond. The Council's vision is:

*'For Craven to be a prosperous place with strong and vibrant communities, where all residents enjoy a good quality of life.'*

4.3 The Council's priorities for 2020 and beyond are:

#### **Carbon Neutral Craven**

- Facilitating economic growth in a low carbon Craven

#### **Supporting the wellbeing of our communities**

- Developing vibrant, connected and healthy communities

#### **Attracting and retaining younger people**

- Creating a district that attracts people of working age to live and work

#### **Financial sustainability**

- Ensuring a self-sustainable Council

### North Yorkshire Council Plan

4.4 The North Yorkshire Council Plan 2021-25 sets out some key priorities for how to help make North Yorkshire a thriving county which adapts to a changing world and remains a special place for everyone to live, work and visit. The plan was formally approved by North Yorkshire County Council on 17<sup>th</sup> February 2021 and has been taken forward by a partnership comprising [Local](#)

[Government North Yorkshire and York](#) ("LGNYY") and the [Chief Executives' Group - North Yorkshire and York](#) ("the CEO Group").

4.5 The plan will focus the partnership's efforts on the following key priorities over the next four years:

- Support the county's most rural communities.
- Reduce the causes and impacts of climate change, now and for future generations.
- Promote and facilitate social action and volunteering within North Yorkshire communities.
- Support new and existing community provision of services through our Stronger Communities programme.
- Work with partners to make North Yorkshire healthier and happier.
- Deliver a modern communications network.
- Work to achieve a more equal North Yorkshire and supporting and celebrating our diverse communities.
- Devolution.
- COVID-19 and recovery.

#### Craven District Council Community Engagement

4.6 The duty to ensure that people have greater opportunities to have their say and to embed a culture of engagement and empowerment in our public services is set out in the Local Government and Public Involvement in Health Act 2007.

4.7 Craven District Council has adopted the [North Yorkshire Partnerships Joint Working Principles for Engaging Communities](#) as an in house standard that applies to all engagement and consultation activities carried out by the Council. The [Consultation and Community Engagement](#) section of the council's website sets out the Council's approach to engagement. The Council will have regard to this standard in the delivery of the SCI.

## **5. COMMUNITY INVOLVEMENT AND DEVELOPMENT MANAGEMENT**

5.1 For many people, the most visible impact of the planning system is the regulation of development through planning applications. Applications are normally determined in accordance with the policies and proposals of the statutory development plan for the area. At present this comprises Craven Local Plan (2012-2032, adopted Nov 2019) and Gargrave Neighbourhood Plan, which can be viewed at <https://www.cravencdc.gov.uk/planning/craven-local-plan/> Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying such reasons. Community involvement can also help shape proposals so that they are more acceptable and appropriate.

5.2 There are four main stages in the Development Management Process:

- Pre-application
- Planning applications
- Appeals
- Enforcement

The following provides an overview of the Council's publicity and consultation arrangements for these four elements of Development Management.

### **Pre-application Stage**

5.3 The Council welcomes and encourages discussion with applicants and developers before planning applications are submitted. Receiving considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant. Applicants or developers are encouraged to consult with the community before submitting planning applications which are likely to generate public interest.

5.4 There is no statutory requirement for the Council to engage with the community at the pre-application stage on pre-application schemes. Paragraphs 39 to 46 of

the NPPF (2021) states that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties, and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Entering into a Planning Performance Agreement with the Council provides an opportunity for identifying the preferred approach to community engagement.

### **Planning Application Stage**

5.5 There are a number of different types of application depending on the specific type of consent sought and the main types are listed below:

**Table 4: Planning Application Types**

<b>Application Type</b>	<b>Description</b>	
<b>Major</b>	Residential developments of 10 or more dwellings, or a site area of 0.5 hectares or more.  For other proposals, where the floor space being constructed is 1,000 square metres or more, or for a site area of 1 hectare or more.	Applications can be submitted as: <ul style="list-style-type: none"> <li>• Outline</li> <li>• Reserved Matters</li> <li>• Full</li> <li>• Section 73</li> </ul>
<b>Minor</b>	Smaller applications, which do not fall into the category of 'Other Applications' for example residential developments of 1-9 dwellings or a site less than 0.5 hectares.	
<b>Other</b>	There are many different other applications which include: <ul style="list-style-type: none"> <li>• householder applications</li> <li>• change of use</li> <li>• work to Listed Buildings</li> <li>• works to trees that are the subject of protection order or in a Conservation Area</li> <li>• advertisements</li> <li>• certificates of Lawfulness</li> </ul>	Prior notification / approval applications follow a different procedure to that of other planning applications, as the case officer is required to give comments on the proposal, rather than to make a formal decision.

	<ul style="list-style-type: none"> <li>• minor amendments</li> <li>• discharge of conditions</li> <li>• Prior Notifications.</li> </ul>	
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For most types of application, the broad approach to community involvement is the same as set out in Appendix C.

What will be consulted on, and when & how the Council will consult?

- 5.6 All planning applications are checked to ensure that necessary plans and details are provided to enable the application to be determined. Once an application has been validated, neighbours (those occupying properties that adjoin the site) are notified by letter. Consultees are also notified (as relevant depending on the nature of the application). All applications are placed on the Council's website for public view. Full details of the way in which the Council notify the local community are set out in Appendices C and D.
- 5.7 Certain types of development require submission of planning applications or notifications to be submitted to the Council for determination. The consideration of a planning application follows a regulatory process, and Regulations require certain types of consultation to take place; and certain bodies to be consulted. Permission in principle (PIP) consent is an alternative way of obtaining planning permission for smaller housing led development. The PIP consent route has two stages:
1. The permission in principle stage establishes whether a site is suitable in principle
  2. The 'technical details consent' (TDC) stage is when the detailed development proposals are assessed. Granting technical details consent has the effect of granting planning permission.
- 5.8 The minimum requirements for publicising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. We comply with the minimum requirement in all cases and many cases we exceed this to ensure that our communities are as involved as possible. Appendix C sets out the minimum

publicity requirements set out in the Order together with details of the additional publicity undertaken by the Council.

- 5.9 Irrespective of how the community hear about a proposal, anyone can submit comments on an application. The notification letter, site notice and press advertisement explain where the planning application can be viewed. The statutory register containing the application details is available electronically either via the Public Access system or at the Council's Skipton office in Belle Vue Square.

#### Who we will consult?

- 5.10 The Town and Country Planning (Development Management Procedure) (England) Order 2015 specifies the stages at which statutory consultation will take place on planning applications and notifications. The Regulations set out that certain statutory bodies must be consulted, depending on the type of application and/or constraints that affect the site. We will notify such bodies either by sending them the weekly list, an email or consultation letter.
- 5.11 Schedule 1, paragraph 8, of the Town and Country Planning Act 1990, states that there is only a statutory requirement for local planning authorities to notify Town and Parish Councils of planning applications received if the Town or Parish Council has requested that it be notified. Craven District Council goes further than the regulations by sending the weekly lists of applications received, decisions made, and appeals received to all Town and Parish Councils.
- 5.12 The publicity and consultation requirements mean that we need to allow the period of time stated in any notification, consultation or notice (site and press) for the receipt of responses. This means that in some instances we will not have received those responses until about a month after the council registered an application and this will be longer in some cases.

### How is a planning application determined?

5.13 It is a requirement of planning law that we make all planning decisions in accordance with the provisions of the development plan unless material considerations indicate otherwise. Material considerations can include:

- Representations of objections and support
- Advice from external specialists such as Natural England or Historic England
- Government guidance
- Comments from town and parish council
- Any other material consideration

5.14 The case officer assesses the planning applications taking into account the planning policies that apply to the proposal, other material considerations and their judgement of the impact it will have. This will be based upon the site visit, the responses from people (such as neighbours) who have commented on the proposal and the responses received from organisations consulted on the application.

5.15 The council will determine planning applications on the information submitted. There may however be some circumstances whereby, at the discretion of the council, amendments can be accepted prior to a determination to resolve outstanding issues. In these instances, the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application depending on the degree of change. Under no circumstances should an applicant amend an application following a consultation response they have read online without first contacting the case officer.

5.16 Where the Council receives significant amendments to a current planning application, that it can accept, it will re-publicise the application making it clear in any communication and publicity the nature of all amendments that have been proposed.

5.17 The determination of most applications is delegated to Council officers, but some applications are decided by the Planning Committee, this is accordance with the Council's Constitution which is available online by searching 'Constitution.' As part of the planning application process, comments from both statutory bodies and the local community are taken into account, and are set out in the officer's report considering the application. In cases where applications are to be considered by the Planning Committee, those who have already made written comments on the application can request to address the Committee at the relevant meeting (see Appendix E).

5.18 Once the decision is issued on planning applications the decision notice, plans and officer report are available to view online, but letters of representation will be removed one year after decision date. A weekly list of decision is circulated to ward councillors, local Councils, the local press and libraries.

#### Discharge of conditions attached to planning permissions

5.20 The grant of planning permission is commonly subject to planning conditions which may require the submission of further information to the council for approval. This may address matters such as materials, landscaping, natural green space and green infrastructure and highway matters. The Council will seek to deal with such applications within eight weeks from the date of receipt. Submissions made for approval of details pursuant to conditions attached to a permission are not subject to publicity.

#### Post-decision amendments

5.21 These are only accepted if the amendment is very minor and are considered on a case by case basis. In cases where small revisions are accepted these will not be the subject of publicity.

#### **Appeals**

5.22 Applicants have the right to appeal against the refusal of a planning permission. There is no third-party right of appeal (i.e. for those who objected to a planning application). The Council publishes a weekly list of appeals it has received, and will notify parties who commented on the planning application explaining how



they may make comments to the Planning Inspectorate. Information relating to the appeal will also be available to view on the Council's Online Planning Register.

### **Enforcement**

5.23 If members of the local community draw possible breaches of planning to the attention of the Council these will be investigated in accordance with enforcement policy adopted by the Council in 2015. Further information is available on our website: <https://www.cravendc.gov.uk/planning/planning-enforcement/planning-enforcement-how-it-works/>

## 6. FURTHER INFORMATION AND ADVICE

Independent advice is available from the following sources:

### The Planning Portal

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area and appeal against a decision and research government policy.

Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Department of Housing, Communities and Local Government (DHCLG)

The DHCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

### Planning Aid England

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: <https://www.rtpi.org.uk/planning-advice/about-planning-aid-england/contact-pae/>

## 7. CONTACT DETAILS

For more information on this Statement of Community Involvement (SCI), please contact us using the details below:

	Spatial Planning	Development Management
Telephone	01756 706472	01756 706470
Email	spatialplanning@cravendc.gov.uk	planning@cravendc.gov.uk
Website	www.cravendc.gov.uk/planning	
Address	Craven District Council, 1 Belle Vue Mills, Broughton Road, Skipton, North Yorkshire, BD23 1FJ	

## Appendix A

**List of Specific and General Consultation Bodies the Council will consult with during the preparation of spatial planning documents including the local plan, as required by the Town and Country Planning (Local Planning)**

SPECIFIC CONSULTATION BODIES
The Coal Authority
Environment Agency
Marine Management Organisation
Historic England
Natural England
Network Rail
Highways England
Home and Communities Agency
Relevant authorities any part of whose area is in or adjoins the local planning authority's area:
<p><u>Local Planning Authorities</u>          Yorkshire Dales National Park          Bradford Metropolitan District Council          Pendle District Council          Ribble Valley District Council          South Lakeland District Council          Harrogate District Council          Lancaster City Council</p> <p><u>County Councils</u></p> <p>North Yorkshire County Council (please note this list is not comprehensive):          Business and Environmental Services Directorate            o Strategic Policy and Economic Growth            o Planning Services            o Highways and Transportation (including in its capacity as Local Highways Authority)            o Heritage Services            o Waste Management            o Flood Risk Management</p> <p>Children and Young People's Services</p> <p>Health and Adult Services            o Public Health            o Commissioning</p> <p>Central Services            o Property Services            o Library and Community Services</p>

Lancashire County Council (please note this list is not comprehensive):  
Strategic Planning and Transport Section  
Forest of Bowland AONB

Other regional Authorities:

West Yorks Combined Authority  
Leeds City Region LEP  
Local Enterprise Partnership, York, North Yorkshire and East Riding (LEP)  
Lancashire Local Enterprise Partnership (LEP)

Parish & Town Councils

Austwick Parish Council (split by the Yorkshire Dales National Park (YDNP) boundary)  
Bank Newton Parish Meeting  
Bentham Town Council  
Bolton Abbey Parish Council (split by the YDNP boundary)  
Bradley Parish Council  
Burton-in-Lonsdale Parish Council  
Carleton Parish Council  
Clapham-cum-Newby Parish Council (split by the YDNP boundary)  
Coniston Cold Parish Council  
Cowling Parish Council  
Draughton Parish Council  
Elslack Parish Meeting  
Embsay-with-Eastby Parish Council (split by the YDNP boundary)  
Farnhill Parish Council  
Gargrave Parish Council (split by the YDNP boundary)  
Giggleswick Parish Council (split by the YDNP boundary)  
Glusburn and Cross Hills Parish Council  
Halton East Parish Meeting (split by the YDNP boundary)  
Hellifield Parish Council (split by the YDNP boundary)  
Kildwick Parish Meeting  
Ingleton Parish Council (split by the YDNP boundary)  
Langcliffe Parish Council (split by the YDNP boundary)  
Lawkland Parish Meeting (split by the YDNP boundary)  
Long Preston Parish Council (split by the YDNP boundary)  
Lothersdale Parish Council  
Martons Both Parish Meeting  
Otterburn Parish Meeting (split by the YDNP boundary)  
Rathmell Parish Meeting  
Ribble Banks Parish Council  
Settle Town Council (split by the YDNP boundary)  
Skipton Town Council  
Stirton with Thorlby Parish Meeting (split by the YDNP boundary)  
Sutton-in-Craven Parish Council  
Thornton-in-Craven Parish Council  
Thornton in Lonsdale Parish Council

Parish Councils Adjoining the Craven LPA area

Within the Yorkshire Dales National Park:

Airton Parish Meeting  
Eshton Parish Meeting  
Beamsley Parish Meeting

Within Bradford Metropolitan District Council:

Addingham Parish Council  
Keighley Town Council  
Silsden Town Council  
Steeton & Eastburn Parish Council

Within Lancaster City Council:

Cantsfield Parish Meeting  
Ireby & Leck Parish Council  
Tatham Parish Council  
Wennington Parish Council

Within Ribble Valley Borough Council:

Gisburn Parish Council  
Newsholme & Paythorne Parish Council  
Horton Parish Council  
Slaidburn & Easington Parish Council

Within Pendle Borough Council:

Barnoldswick Town Council  
Bracewell & Brogden Parish Council  
Earby Town Council  
Kelbrook & Sough Parish Council  
Laneshaw Bridge Parish Council

Local Police body

North Yorkshire Police  
Office of Police and Crime Commissioner, North Yorkshire

Electronic Communications bodies:

Vodafone and O2  
EE  
Three

Primary Care Trusts:

Airedale, Wharfedale and Craven Clinical Commissioning Group  
Cumbria Clinical Commissioning Group

Electricity & Gas Companies:

Npower Renewables Limited  
Npower Yorkshire  
CE Electric UK  
National Grid  
Northern Gas Networks

Sewerage and Water Undertakers:

United Utilities  
Yorkshire Water Services Ltd  
Airedale Drainage Board

## GENERAL CONSULTATION BODIES

The list below includes, in underlined text, the different groups of bodies that the Council is required to consult with as set out in the Regulations. The list includes bodies that the Council consult with that fall into each of these groups. Please note that this is not an exhaustive list and does not include the substantial list of bodies that the Council consults with that represents land/property and developer interests. Additional general consultation bodies can be added to this list at any time.

### Voluntary Bodies in the plan area, including

Aire Rivers Trust  
Brackenber Lane and Station Road interest group  
Bradley Neighbourhood Plan Working Group  
BRE  
CPRE Craven  
Craven Group Ramblers  
Friends of the Settle-Carlisle Line  
Leeds-Lancaster-Morecambe Community Rail Partnership  
North Yorkshire Bat Group  
Friends of Craven Landscape  
Save Our Craven Countryside  
Skipton and East Lancs Rail Action Partnership (SELRAP)  
Settle Social Club  
Skipton Town Juniors Football Club

### Bodies representing different racial, Ethnic or national groups in the plan area, including:

The Gypsy Council

### Bodies representing different religious groups in the plan area, including:

Parish of St Andrew, Kildwick

### Bodies representing the interests of disabled persons in the plan area, including:

Airedale, Wharfedale and Craven Clinical Commissioning Group  
Cumbria Clinical Commissioning Group

### Bodies representing persons carrying on business in the plan area, including:

Rotary Club of Settle  
Settle District Chamber of Trade  
Vibrant Settle Community Partnership  
Bodies with Land/property and developer interests (not listed here)

### Other bodies within the plan area, including:

#### **Rural Interests**

Forestry Commission  
Ribble Rivers Trust  
RSPB  
Settle Hydro

Woodland Trust  
Yorkshire Gardens Trust  
Yorkshire Wildlife Trust  
York and North Yorkshire Local Nature Partnership

**Education & learning**

Free Schools Capital Education and Skills Funding Agency Department for Education  
Hartley Educational Foundation  
Witherslack Group Ltd

**Housing Associations**

Foundation Housing  
Muir Group Housing Association  
Yorkshire Housing

**Transport Bodies**

Northern Rail Limited  
Office of the Rail regulator  
Royal Naval Association

**Conservation Groups**

North Craven Heritage Trust  
Skipton Civic Society  
York Georgian Society

**Government Departments**

Sport England  
Civil Aviation Authority  
Health and Safety Executive  
Ministry of Defence

**Outdoor Recreation & Sustainable Travel**

North Yorkshire Local Access Forum

**Craven District Council**

Strategic Housing  
Environmental Health  
Sports Development  
Communications, Partnership & Engagement  
Economic Development

**Other**

The Green Party

Interested parties, including individuals, can subscribe to receive emails relating to spatial planning consultations and Planning Focus, the spatial planning bulletins via the subscriptions webpage of the Council's website. At the time of preparing this Statement of Community Involvement, 788 bodies and individuals have subscribed to receive consultations and/or Planning Focus round-ups by email. This figure includes 30 Craven District Councillors whose details are available [here](#)

Please note that this subscription service is a live online system which provides individuals with an on-going opportunity to register, therefore the number of individuals registered will change over time.

Please also note that neither names nor other identifying particulars of those who submit representations will be published by the Council as these persons were not advised that their information would be disclosed as part of the consultation process. This approach is consistent with the requirements of the Data Protection Act.



## Appendix B

### List of prescribed bodies, relevant to Craven, the Council are required to work with under the Duty to Co-operate.

- the Environment Agency;
- Historic England;
- Natural England;
- the Civil Aviation Authority;
- the Homes and Communities Agency;
- The following Primary Care Trusts/clinical commissioning groups: Airedale, Wharfedale and Craven, and Morecambe Bay Clinical Commissioning Groups
- the Office of Rail Regulation;
- each Integrated Transport Authority
- North Yorkshire County Council as the Local Highway Authority
- The following Local Enterprise Partnerships: Leeds City Region Local Economic Partnership (LEP) and Metro York and North Yorkshire Local Economic Partnership.

Note: The 2012 Regulations also include Transport for London, the Mayor of London and the Marine Management Organisation in the list of Duty to Co-Operate bodies, however these are not relevant to Craven.

In addition to the prescribed bodies listed above, Craven District Council engages with the following neighbouring local planning authorities, as part of the duty to cooperate:

- Yorkshire Dales National Park Authority
- Bradford Metropolitan District Council
- Harrogate Borough Council
- Pendle Council
- Ribble Valley Council
- Lancaster Council
- Lancashire County Council
- North Yorkshire County Council (as education authority and as minerals and waste authority)

### Publicising Planning and related Applications

We will publicise applications through the following:

#### 1. Site notices

Site notices are printed by the Council. They are sent to the agent/applicant with a letter requesting them to display the notice on the site for the relevant time period and to return the provided slip. Alternatively, an email can be provided with an image attached showing the notice in situ and date of display clearly visible. If an agent/applicant fails to display the site notice, the Case Officer assesses whether:

- To post a notice and delay the determination of the application, or
- The legislative requirements have been satisfied and the application can be considered and determined.
- Unless otherwise stated all site notices shall be displayed for 21 days.

#### 2. Press Notices

Advertisements in the local newspaper are placed in the Craven Herald and Pioneer and the period for representations to be submitted will be 21 days unless otherwise stated.

#### 3. Neighbour notification

Details of how the Council will notify neighbours of a planning application are set out in Appendix D.

Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
<b>Major Development:</b> Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more. Other development: 1000m <sup>2</sup> floor space or 1.0 hectares	Newspaper advertisement (14 days) and either Site notice (21 days) or Neighbour notification (21 days)	Yes	Yes	Yes
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	Newspaper advertisement (14 days) and Site notice (21 days)	Yes	Yes	Yes
Application that is a departure from the Local Plan	Newspaper advertisement (14 days) and Site notice (21 days)	Yes	Yes	Yes

Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Application which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	Newspaper advertisement (14 days) and Site notice (21 days)	Yes	Yes	Yes
<b>Minor Development</b> Residential development involving less than 10 homes. Other development: floor space is less than 1000m <sup>2</sup>	Site Notice (21 days) Or Neighbour notification (21 days)	Yes	Yes	No
Change of use applications	Site Notice (21 days) Or Neighbour notification (21 days)	Yes	No	Yes
Householder developments	Site Notice (21 days) Or Neighbour notification (21 days)	Yes	Yes	No
Development affecting the setting of a listed building	Press Advert Site Notice	Yes	Yes	Yes
Listed Building consent for works affecting the exterior of the building	Newspaper advertisement (21 days) and Site notice (7 days)	Yes	Yes	Yes
Development affecting the character of a conservation area.	Newspaper advertisement (21 days) and Site notice (7 days)	Yes	Yes	Yes
Applications to discharge conditions	None	No	No	No
<b>Permission in Principle Applications</b>				
PIP application	This is made public for 14 days	Yes (14 days only)	Yes (14 days only)	No

Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Technical details application	This is made public for not less than 21 days for a site notice and 14 days for an online notice during which interested parties can make representations	Yes	Yes	No
<b>Prior Approval Applications</b>				
Prior Notification of Larger Home Extensions	Neighbour notification (21 days)	No	Yes	Yes
Prior Notification of Demolition of a building	Site Notice must be posted by applicant (21 days from date of notification)	No	No	No
Prior Notification of Changes of Use	Site Notice or Neighbour Notification	Yes	No	No
Prior Approval of Agricultural or forestry development (Agricultural/Forestry)	None (If prior approval of details is required applicant must post site notice for 21 days)	No	No	No
Prior Approval for change of use (Class C, J, M, MA, N, O, P, PA, Q, R, S, T)	Site Notice (21 days) or neighbour notification	Yes	Yes	No
Prior Notification for Telecommunication Equipment	Where development is not in accordance with the development plan or would affect a public right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies: Site notice (21 days) and Advertisement in local newspaper.	Yes	Yes	Yes
	On sites of 1 hectare or more: Advertisement in local newspaper and Site notice or neighbour notification.	No	No	Yes
	All other development not covered above: Site notice or neighbour notification.	No	No	Yes
Advertisement Applications	None	No	No	No

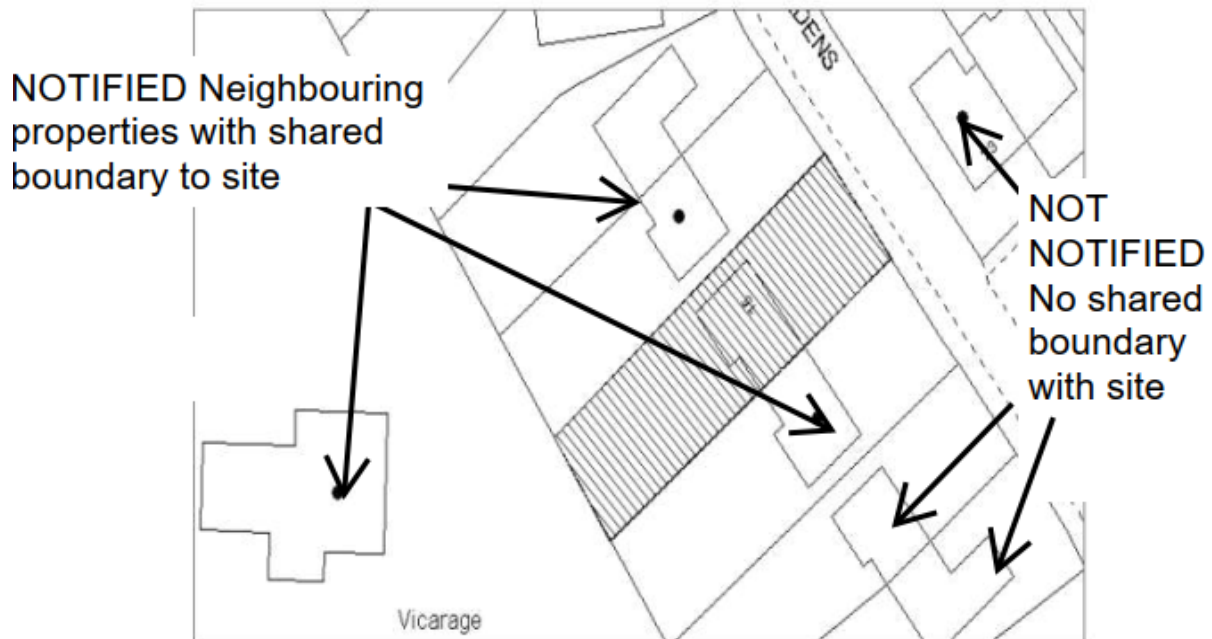
Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Applications for Works to Trees Protected by a Tree Preservation Order	Site Notice (21 days) - Where the Council considers that local people might be affected, or that there is likely to be a good deal of public interest - Obligatory in any case where the Council is the applicant	Yes, where appropriate	No	No
Notice of works to trees in conservation areas	None	Yes, where appropriate	No	No
Certificates of Lawfulness for Existing Use and Development	None	No	Yes	At case officer's discretion
Certificates of Lawfulness for Proposed Use and Development	None	No	No	No

### Additional notifications

Any request for additional notification of an application is considered by the Case Officer, however a notification does not need to have been received in order for a member of the public or any other party to make comment, and this would always be stressed when any request is received.

### How we will notify neighbours

Once a planning application has been registered, we will notify by letter all properties with a common boundary to the site, including to the rear, as is shown in the example below. Where an application is in respect of works to trees protected by a Tree Preservation Order or are within a Conservation Area we will notify properties immediately opposite as well as those adjacent to the site.



### Exceptions

We do not notify neighbours where the applications are for Certificates of Lawfulness for a Proposed Use or Development, Non-Material Amendments following a grant of planning permission, and Prior Notifications for Demolition of a building and erection of agricultural buildings.

Additional properties may be notified as the planning case officers will check on their site visit that appropriate neighbour notification have been carried out.

In addition to notifying by letter properties with a common boundary we will display a site notice at or near the application site.

## Wider neighbour notification/consultation

Wider neighbour notification will be undertaken where the development proposed is considered to have the potential for wider impacts, such as a major development leading to significant traffic increases or the proposed development being widely visible and potentially visually obtrusive.

### Example of Neighbour Notification Letter

Dear Sir/Madam

#### Notification of Receipt of a Planning Application

I am writing to inform you of the above planning application recently submitted to this Council which relates to a site close to your address.

The application documents can be viewed on the planning pages of the Council's web site <https://www.cravendc.gov.uk/> through the page 'view planning applications'.

Alternatively, you can view the application documents electronically at the Council's Skipton office (see address above) between 9.00 am and 5.30pm Monday to Thursday and between 9.00 am and 4.30pm Fridays.

Should you have any comments on this application they should be submitted either online through our web site, by e mailing us at [planning@cravendc.gov.uk](mailto:planning@cravendc.gov.uk) or by writing to me at the address given above. On the reverse of this letter are examples of what is and isn't taken into account by the Council when a planning application is decided. Please include in any communication the application ref. no. and site address appearing above as well as your own name and full address as we do not accept anonymous communications. Your comments should be with us within 21 days\* of the date of this letter as we cannot guarantee that representations received after that date will be considered when a decision is made on the application.

We do not acknowledge comments received but we will usually display them online within three working days of receipt. In placing comments online, they will be publicly available so we remove personal telephone numbers, email addresses and signatures.

Once the application has had a decision any comments you have submitted will remain publicly accessible online for a period of 1 year from the date of that decision. We do not notify people of the decision reached; this will however be available online.

In the event that the decision on this application is required to be made by the Council's Planning Committee all persons who have commented will be notified by post of the date of the meeting and arrangements for public speaking.

If you are not the owner of the property to which this letter has been sent, please can you pass it on to the owner or inform them of its contents as they may wish to comment on the application.

Yours faithfully

\* **14 days in the case of an application for Permission in Principle (PIP)**

Each notification letter includes the following guidance note:

### **Guidance for commenting on a Planning Application**

To give you some guidance as to what are relevant planning considerations in deciding planning applications, the following are examples of what the Council can and cannot take into account.

You may comment on or object to a planning application for reasons such as:

- The proposal being in conflict with either the local or national planning policies
- Traffic generation, highway safety and parking
- Overshadowing, overlooking and loss of privacy
- Disturbance through noise, dust, fumes or other loss of amenities
- Out of character with its surroundings, including street scene and landscape
- Harm to the setting of a listed building or character of a conservation area

The following are NOT considerations that normally are not taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motives, character or personal circumstances
- Potential difficulties in property maintenance
- Disturbance caused by construction work
- Matters covered by other legislation, including restrictive covenants on land
- Issues relating to land ownership/property boundaries
- Moral or religious issues

Representations may not be accepted in the following circumstances:

- Where the communications contain sensitive personal details about any individual, including the person making the representation, we may not be able to accept letters that go into personal details (this would include comments about an applicant's motives, character or personal circumstances)
- Communications which we consider to contain defamatory or offensive comment will neither be published nor taken into account when a decision on an application is reached.



## **Public Speaking at the Planning Committee**

### **Who can address the Committee?**

- Applicants (via their agents where applicable), objectors and parish council/meetings will be notified of their rights to be heard by the Planning Committee by standard letter or email (where an email address has been provided) sent at the same time as the Committee Agenda is published.
- A member of the public may speak only if they have:
  - written to the Council, at least 10 days before the meeting about the matter in question; and
  - Registered with the Council that they wish to speak by noon three working days before the date of the meeting.
- Where more than one member of the public seeks to register with the Council to speak on a matter then it will be the first person who does so who has the right. Unless the first registered speaker gives up that right, no other member of the public may speak on the matter.
- A Parish or Town Council representative may only speak where the Council has written to the Council, at least 10 days before the meeting on the matter in question and has registered to speak by noon three working days before the date of the meeting.
- Where the matter under consideration is an application for planning permission the applicant or their representative may only speak in reply to a public speaker or a Parish or Town Council and provided that they have also registered to speak by noon two working days before the meeting.

### **When in the meeting can the public speak?**

- The Committee will normally consider applications in the order in which they appear on the agenda. A planning officer introduces the application, outlining the scheme and reporting any late information that has been received.
- The Chairman will then invite the registered objector to speak on the matter for up to 5 minutes.

- If a Parish or Town Council has registered to speak on the matter their representative will be invited to speak for up to 5 minutes.
- Where the matter under consideration relates to a planning application and an objector or Parish/Town Council has spoken, the Chairman will invite the applicant or their representative to speak for up to 5 minutes provided they have previously indicated their wish to do so
- After each person has spoken members of the Committee may then ask for clarification of any points raised. Speakers cannot ask questions of Councillors, officers or other speakers.

### **Rules for Public Participation in the Committee meeting**

- No person may speak for more than 5 minutes
- A registered speaker wishing to circulate additional information e.g. photographs or use of visual aids at the meeting will be required to submit any such late information to the case officer in advance of the meeting i.e. noon on the last working day preceding the meeting date. The circulation of handouts, photographs or props at the meeting by a speaker will not be permitted.
- Members of the public may not speak on items that are confidential or exempt from publication under legislation. Members of the public may not participate in the Councillors' debate.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example, if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a person from speaking or continuing to speak.
- Where the matters raised by a person or Parish Council/Meeting representative addressing the committee are clearly not capable of being taken into account as planning considerations, the Chairman shall have the discretion to intervene and if necessary, disqualify that person from speaking further.

### Privacy Notice – Statement of Community Involvement

#### Who we are

This privacy notice explains how Craven District Council use information in the course of our work as a local planning authority. This work includes:

- Making decisions and providing advice on planning applications
- Making planning policies and local plans
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

If you have questions about data or privacy contact our Data Protection Officer, Julie Ferguson at [dataprotectionofficer@cravendc.gov.uk](mailto:dataprotectionofficer@cravendc.gov.uk)

#### How we get your information

Section five of the SCI provides details of how the Council receive your information in relation to planning applications. This happens in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it through the Planning Portal.

We also receive comments, representations, allegations and questions via email, letter, and online through the Public Access portal.

Section three of the SCI provides details of how the Council receive your information relating to spatial planning work. We receive and process personal data when undertaking a wide range of work, including work associated with local plan preparation, review and update, call for sites, consulting on draft policies, plans and local plan evidence base, preparing for local plan examination and consulting on other types of spatial planning documents e.g. Supplementary Planning Documents.

## **What we do with your information**

To allow us to make decisions on applications and in relation to spatial planning work, individuals must provide us with some personal data (e.g. name, address, contact details). In a small number of circumstances individuals will provide us with 'special category data' in support of their application (e.g. evidence of medical history).

We use the information provided to us to make decisions about the use of land in the public interest. The lawful basis for this is known as a '[public task](#)' and is why we do not need your explicit consent for your information to be used.

For some information provided to us, we are legally obliged to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the 'land search'.

## **How we share your information**

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

We make details of planning applications we receive available online so that other people can contribute their comments. Please note:

- We do publish the name of the person applying for planning permission along with the address
- We do publish comments received on planning applications by members of the public.
- We do publish comments received on planning applications by town and parish councils / amenity groups / statutory consultees

Any comments submitted will remain publicly accessible online for a period of 1 year from the date of that decision.

We send some planning applications to our statutory consultees for their advice on safety, infrastructure and other matters. We will sometimes need to share the information we have with other parts of the council – for example, to establish how long a building has been used as a dwelling.

In circumstances where a planning application is appealed, we are required to share data from a planning application with the Planning Inspectorate, which includes any comments made by statutory consultees and members of the public. We also share information with the Planning Inspectorate when they examine our local plan. This includes the names of site promoters and people submitting representations on the plan.

In terms of Spatial Planning work, paragraph 3.49 of the SCI sets out what will happen to your comments. We do not publish personal information of individuals, for example signatures and contact details etc.

### **Redaction ('blinking things out')**

We operate a policy where we routinely redact the following details before making forms, documents and comments available online:

- Personal contact details for the applicant, e.g. telephone numbers, email addresses
- Signatures
- Special Category Data – e.g. supporting statements that include information about health conditions or ethnic origin
- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information to a planning application which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can – ideally in advance of submitting the application. The best way to contact us about this issue is emailing us at [planning@craven.gov.uk](mailto:planning@craven.gov.uk) .

### **Retention ('how long we keep your information for')**

We process many different types of information according to the Council's retention policy. Below is a guide as to how long the Council retains key planning information:

- Statutory registers (e.g. planning decisions, approved plans): retain permanently
- Information relating to preparation and consultation of the Craven Local Plan: retain permanently (transfer to archive when necessary)
- Representations, letters, general correspondence relating to planning applications: 15 years with potential for them to be archived after this period.

Some supporting documents relating to major or otherwise significant developments may not be destroyed but instead removed from public registers.

### **Your Data Protection Rights**

Under data protection law, your rights include:

**Your right of access** – You have the right to access the personal data we hold about you.

**Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate or incomplete.

**Your right to erasure** – In certain circumstances, you have the right to ask us to erase your personal information.

**Your right to restriction of processing** – In certain circumstances, you have the right to ask us to restrict the processing of your personal information.

**Your right to object to processing** – In certain circumstances, you have the right to object to the processing of your personal information.

### **Complaints and problems**

Making decisions on planning matters is a public task and you do not have the right to withdraw consent for your data to be processed. However, if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed, please ask us by contacting

[dataprotectionofficer@cravenc.gov.uk](mailto:dataprotectionofficer@cravenc.gov.uk)

If you need to make a complaint specifically about the way we have processed your data, you should in the first instance use the Council's complaints policy.

Please contact the Council's Data Protection Officer via email at

[dataprotectionofficer@cravenc.gov.uk](mailto:dataprotectionofficer@cravenc.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Helpline number: 0303 123 1113

ICO website: [www.ico.org.uk](http://www.ico.org.uk)

## Policy Committee 19th October 2021

### Conservation Area Appraisals

Report of the Director of Services

Lead Member –Cllr Richard Foster



Ward affected: All Wards outside of the Yorkshire Dales National Park

#### 1. Purpose of Report

- 1.1 To set out to members the proposal to finalise the draft Conservation Area Appraisals and seek the resources to deliver the project before May 2022.

#### 2. Recommendations

- 2.1 Note the steps required to finalise the draft Conservation Area Appraisals.
- 2.2 To approve a one-off supplementary revenue estimate of £38,000 to finalise the draft Conservation Area Appraisals.

#### 3. Background

- 3.1 Conservation areas exist to manage and protect the special architectural and historic interest of a place, typically cover the older parts of towns and villages and as such form an essential part of the consideration of planning applications and the development of Local Plans. There are currently 29 conservation areas in Craven (outside the Yorkshire Dales National Park).
- 3.2 The Craven Conservation Areas Project 2016 was undertaken by the Council, Historic England and Alan Baxter Ltd. as part of the development of the Local Plan. It adopted an innovative approach to the appraisal of conservation areas and had a particular focus on the role of appraisals in the statutory plan-making process. The draft appraisals produced by the project are included in the evidence base for the Craven Local Plan and can be downloaded here: <https://www.cravenc.gov.uk/planning/conservation-and-heritage-assets/conservation-areas/>
- 3.3 The project supports Craven's duty under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to prepare proposals for the preservation and enhancement of conservation areas and to consult the public about the proposals. The project looked at 16 current conservation areas all of which were prioritised because they were likely to face the greatest development pressures. Three other conservation areas – Settle, Giggleswick and Skipton – were all reviewed in 2008 and were therefore up to date. The 16 areas are:



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- Burton-in-Lonsdale
- Carleton
- Cononley
- Cowling
- Eastby
- Embsay
- Farnhill
- Gargrave
- Ingleton
- Kildwick
- Kildwick Grange
- Lothersdale
- Low Bradley
- Settle-Carlisle Railway
- Sutton-in-Craven
- Thornton-in-Craven

3.4 Each draft Conservation Area Appraisal is divided into the following elements:

- Introduction
- Assessment of Character
- Landscape and Open Space
- Views, Traffic and Movement
- Recommendations for Further Work, including bringing forward proposals to extend the Conservation Area boundary.

3.5 Craven District Council, in common with all local planning authorities, has a duty under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to assess whether there are additional places that possess sufficient special architectural or historic interest to be designated conservation areas, and to designate them. The project identified a number of potential new conservation areas in the settlements listed below in addition to recommending extensions to some existing conservation areas.

- Glusburn
- High Bentham
- Low Bentham

3.6 The Council carried out public consultation on the draft conservation area appraisals from 19/10/20 to 14/12/20 and received over 100 responses, including several detailed submissions. The overall response has been very positive with many statements of support, constructive suggestions and a few objections. At present, the Council is discussing the results of the consultation in detail with project partners, Historic England and Alan Baxter Ltd.

## 4.0 Next Steps

4.1 There is now a need to finalise the Draft Conservation Area Appraisals with the continued involvement of Alan Baxter Ltd and Historic England. Alan Baxter Ltd has a central role in the partnership and project and have indicated that they are available to work on finalising the draft appraisals, with completion expected in 2021/22. In order to ensure that the draft Conservation Area Appraisals are finalised, agreed and adopted by Craven District Council in advance of the new Authority being formed via Local Government Organisation, additional budget is required in 2021/22.

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4.3 Alan Baxter Ltd has provided a fee proposal for the work of between £31,000 and £38,000 and their proposed methodology for finalisation of the appraisals includes:

- Reviewing mapping, for example to take into account development that has occurred since 2016,
- carrying out site visits when required, for example to revisit some views;
- reviewing supporting text to provide further detail where required;
- reviewing recommendations where necessary and
- Prepare revised mapping if required.

4.4 It should be noted that the legislative process of designating new or extending existing conservation areas would be separate to the finalisation of the draft Conservation Area Appraisals. If the draft appraisals are finalised in 2021/22, this process could commence within a timeframe that would allow Craven District Council to designate new conservation areas or extend existing ones, based on the recommendations included in the appraisals, prior to the creation of the new Authority.

4.5 Given the need to finalise the draft Conservation Area Appraisals as explained above, members are recommended to allocate a budget of up to £38,000 to finalise the draft Conservation Area Appraisals.

## **6. Implications**

### **6.1 Financial Implications**

A one-off supplementary revenue estimate of £38,000 is required

### **6.2 Legal Implications**

There are no legal implications arising from this report.

## **7. Contributions to Corporate Priorities**

The proposals in this report support the Council priority of “Supporting the Well-being of our Communities”.

### **7.2 Impact on the declared Climate Emergency**

This report does not have a negative impact on climate change.

## **8. Risk Management**

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If the works are not accelerated then the appraisals can still be developed in 2022/23 using future budgets, but the work programme and adoption is likely to be by the teams and decision-making processes of the New Authority.

## **9. Chief Finance Officer (s151 Officer) Statement**

The financial implications are as stated in section 6.1.

## **10. Monitoring Officer Statement**

A Monitoring Officer Statement is not required for this report.

## **11. Consultation with Others**

None

## **12. Appendices**

None

## **13. Author of the Report**

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