

## POLICY COMMITTEE

19 October 2021

**Present** – The Chairman, Councillor Foster and Councillors Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Rose, Solloway (substitute for Heseltine) and Whitaker (substitute for Ogden).

**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 and Senior Democratic Services Officer.

**Apologies for Absence and Substitutes** – Apologies for absence were received from Councillors Barrett, Heseltine, Ogden, Place, and Wheeler.

### Confirmation of Minutes –

**Resolved** – The minutes of the Policy Committee meeting held on 14<sup>th</sup> September 2021 were confirmed as a correct record.

### Declarations of Interest –

There were no declarations of interest.

**Start:** 6.30pm

**Finish:** 8.44pm

### Minutes for Report

POL.1150

### REVENUE BUDGET MONITORING REPORT – QUARTER 1 2021/2022

The Chief Finance Officer submitted a report advising 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.

The following information was appended to the report:

- Revenue budget by service department
- Green and amber items on the income and savings plan

The report particularly highlighted the impact of the Covid-19 pandemic on major income streams, such as car parking and leisure services. Although these appeared to be recovering in quarter one, it would take some time for them to recover further and close monitoring throughout the year was required.

During the debate, Members discussed the loss of permanent staff and reliance on agency staff, in part a consequence of local government reorganisation (LGR). The Chief Finance Officer indicated that this was a natural side-effect of LGR and that the next quarterly report would be supplemented with further data on this issue.

With regards to balances not used by the end of March 2023, the Chief Finance Officer stated that these would be absorbed into the new unitary authority and/or used for existing projects.

**Resolved** – (1) That, the revenue budget monitoring position as at 30<sup>th</sup> June 2021, is noted.

(2) That, the latest savings position as outlined in Appendix B to the report now submitted, is noted.

(3) That, the continued uncertainty that the ongoing pandemic has on the Council, its operation and financial projections are noted.

(4) That, the comments about the potential operation of a Business Rates Pool for the 2022/23 financial year are noted and supported.

POL.1151

**CAPITAL PROGRAMME MONITORING REPORT –  
QUARTER 1 2021/2022**

The Chief Finance Officer (s151 Officer) submitted a report which informed the Committee about the Council's Capital Programme position, based on the Quarter 1 review of income and expenditure to the end of June 2021.

In February 2021, the Council had agreed a 2021/22 capital programme of £2,230k but in September 2021 the Policy Committee approved £9,380k from the 2020/21 programme be carried forward giving a revised programme of £11,610k.

As the financial position had stabilised with Government grant and cash-flow support, careful financial management and income streams starting to recover it had not been necessary to recommend the removal or deferral of projects and a more detailed assessment would be included in the quarter 2 monitoring report.

A copy of the capital programme detailed analysis was appended to the report for Members' information.

**Resolved** – (1) That, the capital budget position of the 2021/22 capital programme as at 30<sup>th</sup> June 2021 is noted.

(2) That, the 2021/22 capital programme and the proposed funding for the projects agreed at quarter 1 is noted.

POL.1152

**PERFORMANCE MONITORING REPORT – QUARTER 1  
2021/2022**

The Chief Finance Officer submitted a report presenting performance highlights for quarter 1 of the financial year 2021/22 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. Although this was an early stage in the financial year, the majority of services were within budget, representing an improvement on quarter 4 2020/21. Services returned updates for 17 actions; 11 of those actions were progressing as planned (rated 'green') and no actions were rated 'red'. The remainder of actions were rated 'amber' and details were set out in the Chief Finance Officer's report.

**Resolved** - (1) That, the performance highlights described in the report are noted.

POL.1153

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

The Director of Services submitted a report informing Members about the purpose of the planning validation process and sought authority to consult on revisions to local information requirements for planning applications.

In addition to national mandatory requirements, local planning authorities had the option to produce local lists. The Council have, since 2013 had such a local list, jointly prepared with other North

Yorkshire local planning authorities. However, that joint list had not met Craven's local requirements and in 2019 further revisions were consulted on, and introduced in 2019. In 2020 a further revision was undertaken but without consultation.

The stakeholder survey of planning agents revealed disquiet about the 2020 revisions and were seen by some as disproportionate to the proposed development. Given that over two years had passed since a consultation had taken place it was now necessary under the planning regulations to review the 'local list'.

The Government recommended a process for adopting a local list for the different type of applications which a local planning authority determined and this was set out in the Director of Services' report together with various appendices including a revised list which would be subject to a six weeks' period of consultation. A report summarising the consultation responses and recommendations for the local list of requirements would be submitted to a future meeting of this Committee.

**Resolved** – (1) 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 is approved.

(2) That, 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.

POL.1154

### **PLANNING DECISION MAKING PROCEDURES**

The Director of Services submitted a report seeking 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 Council's Planning Service.

At the Planning Committee on 27<sup>th</sup> September 2021, two reports were presented with the aim of aiding discussion on future improvements to the Planning Service. Following a wide ranging discussion on various themes, Members concluded that they would welcome closer engagement with pre-application enquiries including on large scale proposals. They acknowledged that site visits on the same day as the Planning Committee provided little opportunity to address matters arising from the visit and that Ward Members needed the ability to refer applications to the Planning Committee.

The next stage was to establish a Member Sounding Board with the primary aim of improving the delivery of an efficient Planning Service. Proposals from the sounding board would be sent to both the Planning Improvement Board and the Planning Committee with any changes to policy or the Council's Constitution being submitted to the Policy Committee after consultation with Audit and Governance Committee and also Standards Committee, as necessary.

Following the work on procedural changes, the Sound Board would look how Members could be involved in the pre-application stage as well as reviewing the Planning Good Practice Guide.

**Resolved** – (1) That, establishment of a Member sounding board to review a range of procedures that will improve the performance of the planning service is approved.

(2) That, the composition of the sounding board shall comprise of one Member from each Group, plus the Chair of Planning Committee and the Chair of the Planning Improvement Board.

(3) That, officers report to the Planning Improvement Board and the Planning Committee on the conclusions of the sounding board work stream.

POL.1155

### **WASTE EDUCATION PROGRAMME**

The Director of Services submitted a report presenting a proposed waste education programme for the Craven District in order to tackle the need to further reduce waste, prevent the contamination of

recycling bins together with improving recycling rates as the current performance was having environmental and financial impacts.

Consideration had also been given to the employment of a fixed-term Waste Education Officer to run a Waste Education Programme. Whilst this would have the highest impact on both residual waste volumes and contamination rates, it would be an expensive option and unlikely the cost would be entirely recovered from any savings generated.

The Lead Member for Greener Craven didn't agree with the Director of Services' conclusion not to employ a Waste Education Officer as educating the public was a key element in getting them to reduce residual waste and stop the contamination of recyclables as that would contribute to the Council Plan climate emergency priority of 'low carbon waste'.

Members debated the issue at length, and it was

**Resolved** – (1) That, the proposed programme of activity detailed in Appendix 1 to the report now submitted is noted.

(2) That, Members are minded for Craven District Council to employ a fixed term waste education officer to run the waste education programme and that a report is brought back to this Committee at its next meeting on the 30<sup>th</sup> November 2021 including detailed costings and job description.

POL.1156

**REVISED CRAVEN STATEMENT OF COMMUNITY INVOLVEMENT  
(SCI) FOR PLANNING**

The Strategic Manager for Planning and Regeneration submitted a report presenting a draft Statement of Community Involvement (SCI) for Planning which sets out how Craven District Council intended 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 that related to the area of Craven outside the Yorkshire Dales National Park. The statement set out what would be consulted upon, who would be consulted and when and how the Council would consult.

**Resolved** – (1) That, the draft revised SCI 2021 as set out in Appendix A to the report now submitted is approved.

(2) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to publish for consultation, the draft revised SCI as set out in Appendix A to the report now submitted, for a four weeks' period, running from Monday 25<sup>th</sup> October 2021 until Monday 22<sup>nd</sup> November 2021.

\$POL.1157

**LOCAL GROWTH DEAL: HIGHWAY IMPROVEMENTS – ENGINE  
SHED LANE LINK ROAD**

[A separate minute has been prepared for this item for those persons entitled to have the information]

**Minutes for Decision**

POL.1158

**PARKING SERVICES STRATEGY REFRESH**

The CIO and Head of Assets and Commercial Services submitted a report setting out a revised parking strategy covering the period 2021-2026 to reflect both recent changes to the economic climate and changes to service delivery, as well as in anticipation to the transport industry and trends.

The strategy aimed to provide a platform for determining future demand and potential supply of car parking provision for all types of vehicles without detriment to the environment or economic vitality and viability of the geographically area that made up the District.

Since the previous strategy was introduced, several upgrades to parking services had been made. Two rapid electric vehicle charge points (EVCP) had been installed on Skipton High Street car park in conjunction with Osprey and had proved very popular with Osprey confirming that the High Street car park was the third best performing site in their portfolio. The Council was working with Osprey to provide further EVCP rapid and fast charges in Ashfield car park, Settle and Coach Street car park in Skipton.

**RECOMMENDED** – That, the refreshed Parking Strategy for 2021-2026 as now submitted is approved.

*(Darren Maycock, CIO and Head of Assets and Commercial Services)*

POL.1159

### **CONSERVATION AREA APPRAISALS**

The Director of Services submitted a report setting out the proposal to finalise the draft Conservation Area Appraisals and seeking the resources to deliver the project before May 2022. Conservation Areas existed to manage and protect the special architectural and historic interests of a place, typically covering 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.

The Craven Conservation Areas Project 2016 was undertaken by the Council, Historic England and Alan Baxter Limited as part of the development of the Local Plan. The project looked at 16 current conservation areas as detailed in the report prioritised because these were likely to face the greatest development pressures. Three other areas namely Settle, Giggleswick and Skipton were reviewed in 2008 and were considered up to date. The project also identified three potential new conservation areas in the settlements of Glusburn, High Bentham and Low Bentham.

The steps required to finalise the draft Conservation Appraisals in advance of local government reorganisation, were set out in the report now submitted. With the continued involvement of Alan Baxter Limited and Historic England an additional budget of £38,000 was required for the 2021/22 financial year.

**RECOMMENDED** – (1) That, the steps required to finalise the draft Conservation Area Appraisals are noted.

(2) That a one-off supplementary revenue estimate of £38,000 to finalise the draft Conservation Area Appraisals is approved.

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

**Date and Time of Next Meeting** – Tuesday, 30 November 2021 at 6.30pm.

Chairman