

POLICY COMMITTEE

**Tuesday, 21st June 2022 at 6.30pm (or after the conclusion of the
Extraordinary Council Meeting)
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton**

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

Substitutes: Conservatives – Councillors Handley and Whitaker (1 vacancy); Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green – Brown.

Please note the following advice in advance of the meeting:

Whilst there is no longer a legal requirement to wear a face covering or continue to social distance, please be considerate towards the wellbeing of others.

Anyone showing Covid symptoms or feeling unwell, are asked not to attend an in-person meeting, this is in the interest of general infection control. Further guidance can be found at: <https://www.gov.uk/coronavirus>

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 \$16 on the grounds that it is likely that if members of the public 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 5 April 2022.

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 16 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 4 (2021/2022)** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise members of the latest Revenue Budget position of the Council, based on the Quarter 4 review of income and expenditure to the end of March 2022.

6. **Capital Programme Final Outturn Report 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the outturn position of the Council’s Capital Programme for 2021/22 and the sources of finance.

7. **Quarter 4 Performance Monitoring Update** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present performance highlights for Q4 of the financial year 2021/22 in accordance with arrangements set out in the Council’s Performance Management Framework.

8. **Energy Rebate – Proposed Discretionary Scheme** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To seek Members’ approval to implement an ‘Energy Rebate – Discretionary Scheme’.

9. **Adoption of the Good Design Supplementary Planning Document and the Rural Workers’ Dwellings Supplementary Planning Document** - Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To present the final version of the Good Design Supplementary Planning Document and the Rural Workers’ Dwellings Supplementary Planning Document (SPD) and other required documents following two four week periods of consultation with the public and stakeholders during 2021 and 2022.

10. **Skipton Circular Walk Project** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – This report explores some options to deliver the Skipton Circular Walk and in particular the stage from Gargrave Road to White Hills Lane. It sets out some aims

and assumptions of the route, some options and then finally recommendations about how it could proceed.

- 11. Rough Sleeper Accommodation and Support** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval from members to commission accommodation and support services for rough sleepers in the Craven District.

- 12. Horizon Project – Heritage Games** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – This report seeks approval for Craven District Council to be part of the transnational European HORIZON Project – HeritaGames.

- 13. Craven District of Sanctuary** – Report of the Chief Executive. Attached.

Purpose of Report – To seek approval from Members to take forward a number of recommendations to enable Craven District Council to become a District of Sanctuary.

- 14. Appointment of a Legacy Sub-Committee** – Report of the Solicitor to the Council (Monitoring Officer). Attached.

Purpose of Report – To consider the appointment of a Legacy Sub-Committee and confirm or amend a draft terms of reference as appropriate.

- 15. Appointment to Sub-Committees and Panels** – Report of the Solicitor to the Council (Monitoring Officer). Attached.

Purpose of Report - To consider the appointment of the Craven Spatial Planning Sub-Committee and the Craven Employees' Consultative Group and to confirm or amend the terms of reference as appropriate.

Report Not for Publication

- \$16. Redevelopment of Former Council Depot Site, Langcliffe Quarry, Settle** - Report of the Director of Services. Attached.

Purpose of Report – To update Members on the phase one project to develop the former Council depot site at Langcliffe Quarry as a rural enterprise centre and to seek approval to award the contract for the phase two works in accordance with procurement advice received from the Council's external legal advisors

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

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

- 19. Date and Time of Next Meeting** – 13th September 2022.

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13 June 2022

POLICY COMMITTEE

5th April 2022

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

Officers – Chief Executive, Director of Chief Finance Officer (S151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Finance Manager, Cultural Services Manager, Exchequer and Performance Manager and Senior Democratic Services Officer.

Apology for Absence – Apologies for absence were received from Councillors Barrett, Heseltine, Madeley, Morrell and Ogden.

Confirmation of Minutes – The minutes of the Policy Committee meeting held on 1st February 2022 were confirmed as a correct record.

Start: 6.30pm

Finish: 7.42pm

The Chairman welcomed Councillor Place back to Committee following his recent illness.

Minutes for Report

POL.1175

REVENUE BUDGET MONITORING REPORT – QUARTER 3 2021/2022

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council based on the quarter 3 review of income and expenditure to the end of December 2021.

The Council's financial position continued to be affected by the impacts of the pandemic and some of the major income streams such as car parking and leisure were significantly affected in the last financial year. However, income streams appeared to be recovering, albeit slowly by quarter three and close monitoring would continue throughout the year.

Performance against service budgets was a forecasted overspend of £173k for the full financial year prior to the consideration of a number of mitigation measures. The report set out a summary of costs by each service area and the position with regard to the income and savings plan.

The Council continued to hold a general fund unallocated balance of £995k but the implications of local government reorganisation in North Yorkshire would also need to be carefully considered for 2022/23.

Resolved – (1) That, the revenue budget monitoring position as at 31st December 2021 is noted.

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

POL.1176

CAPITAL PROGRAMME MONITORING REPORT - QUARTER 3 2021/2022

The Chief Finance Officer submitted a report informing Members of the Council's capital programme position of the Council based on the quarter three review of income and expenditure to the end of December 2021.

Further to the Council agreeing a 2021/22 capital programme of £2,230, a further £9,380k of carry forward from the 2020/21 programme as well as recognising the Langcliffe Quarry development, giving a revised programme of £13,362k.

The Chief Finance Officer's report set out the planned capital programme performance at quarter three, the forecasted outturn and the available capital resources available and utilised. The current estimate of slippage was around £2.1m but that figure would be confirmed in the quarter four report.

Resolved - (1) That, capital budget position of the 2021/22 capital programme as at 31st December 2021 is noted.

(2) That, the 2021/22 capital programme and the proposed funding for the projects agreed at quarter 3 are noted.

POL.1177

PERFORMANCE MONITORING REPORT – QUARTER 3
2021/2022

The Chief Finance Officer presented performance highlighted for quarter three of the financial year 2021/22 in accordance with arrangements set out in the Council's performance management framework.

The majority of Council Plan actions were progressing as planned although five actions were not on track and rated as 'amber', these were:

- High speed broadband
- Fly tipping
- Risk management
- Recycling rates
- Waste education programme

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

POL.1178

CLIMATE EMERGENCY PROGRESS UPDATE

The Chief Executive put before Committee, a report presenting an annual update on the Council's Climate Emergency Strategic Plan. The report provided details progress against 29 actions taken by the Council and its partners that was agreed in March 2020 following the Council's declaration in 2019 of a climate emergency.

Despite the unexpected challenges posed by the pandemic and LGR there had been good progress in some areas. Improvements in energy generation and efficiency were well under way across the Council's estate; tree planting had increased; and the Council along with its partners were close to completing a wide reaching public electric vehicle charging network.

However, those additional challenges had impacted on the ability to achieve what was already an ambitious set of goals, and many actions within the plan were not currently on track to realise carbon neutrality for the District by 2030. Changes in national and regional policy, legislation and funding would be required to achieve all of the Council's carbon neutral goals.

Resolved – (1) That, the progress described in the report now submitted is noted.

(2) That, in consultation with the Leader of the Council, delegated authority is given to the Chief Executive to make any final changes to the content and presentation of the Climate Emergency Strategic Plan based on the update now submitted.

POL.1179

SKIPTON TOWN HALL NATIONAL PORTFOLIO
ORGANISATION STATUS

The Strategic Manager for Planning and Regeneration submitted a report informing Members about the Arts Council England National Portfolio Organisation (NPO) funding programme. The national portfolio was a group of organisations that received regular funding from Arts Council England and in return provided a backbone of creative and cultural provision across the country to realise their new strategy, Let's Create.

The next period of investment would commence on the 1st April 2023 and Members were asked to support a Skipton Town Hall Collective application to Arts Council England's National Portfolio. The Strategic Manager's report set out the application process and outlined the proposed bid. The bid involved Skipton Town Hall taking the lead and working in partnership with three other cultural organisations in Craven: The Folly Museum; Skipton Camerata and Craven Arts.

The collective would aim to deliver two of the three Let's Create strategic outcomes 'creative people' and 'cultural communities' which dovetailed with Craven's cultural strategy outcomes.

Resolved – (1) That, permission is granted for the Cultural Services Manager to submit an application to the NPO programme by the funding deadline of 18th May 2022.

(2) That, permission is granted for the Strategic Manager for Planning and Regeneration and the Cultural Services Manager to enter into the NPO negotiation process, should the application be successful and work with the legal department to enter into a funding agreement thereafter (as detailed in Section 5.2 of the report now submitted).

(3) That, permission is granted for the Strategic Manager for Planning and Regeneration and the Cultural Services Manager to establish an independent oversight board for the NPO, should the bid be successful (as set out in Sections 3.5 and 3.6 of the report now submitted) which then reports to Members on a quarterly basis.

Any Other Business

POL. 1180

HOMES FOR UKRAINE SPONSORSHIP SCHEME

Because of the urgency of the situation in the Ukraine and the need to engage in the Homes for Ukraine Sponsorship Scheme as quickly as possible, the Chairman was satisfied that the report as now submitted by the Director of Services, should be considered as a matter of urgency.

Members were asked to agree to Craven District Council engaged in the Government's Homes for Ukraine Sponsorship Scheme, working in partnership with North Yorkshire County, District and Borough Councils.

The Government had launched the scheme whereby households and organisations in the UK could offer to sponsor and host evacuee guests from the war in Ukraine. Offers had to be made through a Government online portal with the Home Office undertaking initial vetting of sponsors and guests before deciding whether to accept the sponsorship offer and issue a visa to the guests.

Rather than by invitation, the scheme assumed that all local authorities would participate and enter into an agreement with the Home Office. Initial guidance included the roles expected of local authorities, including checking accommodation was suitable, DBS checks on sponsors, distributing financial payments and importantly ensuring the provision of wrap round services to support evacuees.

Resolved – (1) That, approval is given for the Council to engage in the Homes for Ukraine Sponsorship Scheme in partnership with North Yorkshire county, district and borough council, within Government issued guidance.

AGENDA ITEM 2

(2) That, the Director of Services is given delegated authority to enter into any necessary agreements to engage in the scheme and accept any relevant funding from the Government, in consultation with the Leader of the Council or relevant Lead Member.

Date and Time of Next Meeting – to be agreed by Council on 26th April 2022.

Chairman

Policy Committee – 21st June 2022

REVENUE BUDGET MONITORING REPORT - QUARTER 4 (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 latest Revenue Budget position of the Council, based on the Quarter 4 review of income and expenditure to the end of March 2022.

2. **Recommendations** That members note the following:

- 2.1 the Q4 revenue budget monitoring position as at 31 March 2022.
- 2.2 Members confirm a revenue budget carry forward of £6,300 for completion of revenue commitments in 2022/23. Identified in Appendix D.
- 2.3 Members approve the transfer of the balance of the revenue budget surplus to earmarked reserves. The allocations to be delegated to the Chief Finance Officer (S151 Officer), in consultation with the Lead Member for Financial Resilience.

3. **Report**

- 3.1 On 2nd 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 and growth bid items approved as part of the budget setting process of £77,348, giving a revised Net Revenue Budget £7,237,349.

3.2 **Quarter 4 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, albeit slowly by quarter 3 and now 4, 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 Q4 monitoring exercise, the Council's performance against service budgets / corporate items is a forecasted underspend of £356k for the full financial year, prior to the consideration of a number of potential mitigation measures.

This figures currently being used shown provide members with an indication of the draft outturn position at the end of March 2022 however there is still much detailed work to be done as we go into the closedown process and therefore the numbers are likely to be refined further over the coming weeks.

Based upon the figures contained in Appendix A, the Net Cost of Services is showing an overall forecast 'overspend' of £91k, whilst the corporate costs are forecast to have a net 'underspend' of £447k, resulting overall in a £356k favourable position for the year.

It is important to note that the above figures are prior to a number of financing / budget adjustments that will need to take place prior to establishing a final overall outturn position. The adjustments are mainly in relation drawing down funds from the Planning Reserve (to help fund expenditure relating to the Planning Improvement Plan) and also from the Government's Sales, Fees and Charges Income grant (that recompenses local authorities for lost income relating to the Covid 19 pandemic). Further information about these adjustments are contained in section 3.18 of this report and will result in a significant underspend overall for the revenue budget.

The latest monitoring position is set out as Appendix A, reported by service. Additional information on the detailed budget figures is provided in the following paragraphs.

3.3 Service-Related Costs

Services are currently showing a projected net variance of a £91k overspend. 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. Third quarter performance shows net overspends in staffing costs of £188k. This consists of salary cost underspends of £233k being offset by spending on Agency staff of £421k.

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 5% less compared to the same period last year. Further detail of this can be found in Appendix C.

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

3.7 Environmental Services and Housing: (Appendix A)

- The projected overspend for waste management service unit is £115k, 62k over on salaries due mostly to overtime and agency work, 62k over on supplies and services expenditure which includes overspends on equipment, protective clothing and hired vehicles. This has been partially offset by the sale of an asset £7.5k.
- The projected underspend for trade waste is £46k. £(66k) Additional income and (58k) saving against trade waste offset by 73k increased expenditure against vehicles.
- Garden Waste Income is forecasting, £30k ahead of target for 21/22.

3.8 Leisure Services: (Appendix A)

- 68k overspend against leisure due to increased salary costs due to the need to recruit staff back to full establishment in the latter part of the year. And 171k unachieved income due to being closed in the first Qtr. These have been slightly offset by savings against set budget in year

3.9 Assets and Commercial Services; (Appendix A)

- Salary costs in the Service Unit is forecasting £42k higher than budgeted due to an estimation of salary levels, although there has been a contribution from the contingency fund to mitigate impact.
- Skipton Depot costs have been higher than anticipated as part of the revenue consequence of the capital programme works.

3.10 Planning and Building Control Services; (Appendix A)

- Salary costs in Development Control is forecasting £320k higher than budgeted due to investment in additional external service support and additional staffing, to improve performance in the Planning Service.
- Projected income for Development Control is also down £68k.

3.11 Corporate

At the end of the Quarter 4 the Corporate Costs (outside the Net Cost of Service) are currently showing an 'underspend' of £447k. This comprises an adverse variance on the net position for interest paid/received of £38k (due to the changed conditions in the financial markets during 2021/22) and a favourable variance of £485k on the corporate costs line for capital financing / paybill inflation / growth items.

The outturn report on the Capital Programme (contained elsewhere on this committee agenda) shows that the programme was around 60% spent. As such, the external borrowing costs that were budgeted for have not been required during 2021/22, nor was the additional provision that was included for paybill inflation. The amounts included for growth items were also able to be contained within existing service budgets during the year.

3.12 Projected financial performance at the end of Q4 is summarised in Appendix A.

3.13 Income & Savings Plan

Amber savings originally estimated for 21/22 is £209k, most of these have been secured during the year. The staffing restructures in both Business Support and Finance have resulted in in year savings, some of which are currently offsetting deficits in other areas of staffing expenditure.

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.

3.15 Budget monitoring sessions with budget holders 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.

Financial Position

3.18 As mentioned earlier in the report, the projected budget variance that is being reported for service budgets/corporate costs is only one part of the council's overall financial position for the year. To get a fuller picture of the council's overall financial position for the end of 2021/22, a number of other budget adjustments need to be factored in. These adjustments will be allocated to individual service budget lines when the council's draft statement of accounts is prepared for the year, however to be consistent with previous monitoring reports we have continued to show these separately in this monitoring report. The current projected overall position is shown in the following table;

	£000	Additional Information
Forecast Budget Variance (as per Appendix A)	(356)	Relates to service budgets / corporate costs as shown in Appendix A.
Add back 'amber savings'	209	When the budget was set for 2021/22, there was a need to save an additional £209k to balance the budget. The savings against the service budgets are already included in the forecast variance (above) so need to be adjusted here to show the proper overall financial position.
Use of Planning Reserve – to fund expenditure relating to the Planning	(250)	Members will recall that a Planning Improvement Plan was

Improvement Plan (that wasn't budgeted for)		agreed at the beginning of the year. This expenditure was not budgeted for and needs to be offset by drawing down funding from the Planning Reserve.
Estimated Overall Position for 2021/22	(397)	

- 3.19 It remains the Council's policy is to maintain the General Fund Balance at a prudent level, that currently remains £995k.
- 3.20 As updated to the Policy Committee in April, 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. As part of this process, it will be prudent to consider putting some of the overall underspend into capital financing reserves to ensure that the carried forward elements of the capital programme have funding available to complete them in 2022/23 (should external borrowing be required).

Members will recall that at a recent meeting of Full Council, a debate took place about potentially purchasing an electronic piano for use at Skipton Town Hall. Should members decide that this is something they wish to do, it is clear from the draft outturn figures that a small amount of the overall underspend could be used for that purpose. There have also been a few additional items identified for the Town Hall to ensure its continued smooth operation, it is estimated that the total for all these associated items will be around £6,500 and will also be funded from the overall underspend.

There is also a report (elsewhere on this committee agenda) about a proposed Discretionary Energy Rebate Scheme, depending on which recommendation members endorse there may also be a requirement to use approximately £22k of the overall underspend to fund the scheme.

- 3.21 The Chief Finance Officer will determine how in-year variances are treated, taking into account the current-year and medium-term financial position of the council.

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 not 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

11. Appendices

Appendix A – Revenue Budget – by Service Department
Appendix B – Green and Amber items on the Income & Savings plan
Appendix C – Agency Staff usage at Q4 21/22.
Appendix D - Revenue Slippage Request Summary 21_22

Craven District Council

Summary By Service - Net Cost of Services

NCOS At - 30/3/2022 (Quarter 4 - 2021/22)

2020/21		2021/22				
Actual	Net Cost of Services	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/Overspend
£		£	£	£	£	£
(11,816)	Licensing Services	(36,585)	0	(36,585)	(27,060)	9,525
682,070	Environmental Health & Housing Services	770,162	0	770,162	665,536	(104,626)
1,780,907	Waste Management Services	1,438,222	77,414	1,515,636	1,519,978	4,341
(776,447)	Bereavement Services	(488,393)	(7,000)	(495,393)	(716,577)	(221,184)
21,117	Planning & Building Control Services	362,235	0	362,235	699,459	337,224
682,506	Economic Development	407,655	0	407,655	351,721	(55,934)
274,977	Cultural Services (incl. Museum & Town Hall)	178,362	22,590	200,952	370,503	169,551
182,568	Leisure Services	30,770	0	30,770	263,409	232,640
(147,357)	Assets & Commercial Services	(355,505)	27,000	(328,505)	(284,712)	43,793
160,047	Legal Services	129,374	0	129,374	166,633	37,260
285,118	Member Services	305,057	0	305,057	276,846	(28,212)
152,468	Election Services	160,831	0	160,831	108,911	(51,920)
1,342,191	Chief Execs & Business Support	1,389,835	4,601	1,394,436	1,240,629	(153,807)
1,030,480	Financial Management	989,361	0	989,361	945,798	(43,564)
531,851	ICT & Transformation	556,542	0	556,542	472,699	(83,843)
6,190,680	Craven District Council : NCOS	5,837,921	124,605	5,962,526	6,053,770	91,244

2020/21		2021/22				
Actual	Corporate Costs	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/Overspend
£		£	£	£	£	£
(186,387)	Investment Income (6760)	(115,000)	0	(115,000)	(64,410)	50,590
255,177	Interest Payable (6770)	255,710	0	255,710	243,325	(12,385)
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	963,774	963,774	0
0	Capital Financing (Costs of borrowing) Paybill inflation not yet allocated	563,113	(77,414)	485,699	0	(485,699)
75,000	Corporate Contingency	75,000	(27,000)	48,000	48,000	0
7,039,171	Total Revenue Budget 2021/22	7,132,744	20,191	7,688,709	7,332,459	(356,250)

Craven District Council

Section 1 - Licensing Services

NCOS At - 30/3/2022 (Quarter 4 - 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	(32,095)	0	(32,095)	(6,447)	25,648
(23,901)	Liquor Licensing	R227	(4,490)	0	(4,490)	(20,613)	(16,123)
(11,816)	Total Licensing Services		(36,585)	0	(36,585)	(27,060)	9,525

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 30/3/2022 (Quarter 4 - 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	372,839	(28,139)
0	Flooding 2015/16	R228	0	0	0	0	0
0	Housing Enabling	R338	70,319	0	70,319	62,674	(7,646)
5	Homeless Prevention Support Service	R339	763	0	763	(0)	(763)
43,558	Aireview House	R342	30,138	0	30,138	51,225	21,087
223,054	Homelessness	R343	244,182	0	244,182	230,426	(13,756)
68,654	Private Sector	R344	(2,404)	0	(2,404)	(68,029)	(65,626)
23,688	Housing (Service Unit)	R347	26,185	0	26,185	16,402	(9,784)
682,070	Total Environmental Health & Housing Services		770,162	0	770,162	665,536	(104,626)

Craven District Council

Section 3 - Waste Management Services

NCOS At - 30/3/2022 (Quarter 4 - 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	870,090	149,921
(379,921)	Refuse Commercial	R201	(278,573)	0	(278,573)	(324,513)	(45,940)
418,148	Street Cleansing	R202	388,324	0	388,324	383,497	(4,827)
483,962	Recycling	R203	375,432	26,298	401,730	153,186	(248,545)
105,444	Cleaner Neighbourhoods	R204	60,375	0	60,375	60,383	8
62,205	Mechanics Workshop	R209	41,981	0	41,981	124,307	82,327
388,272	Waste Management (Service Unit)	R211	287,468	24,818	312,286	427,305	115,018
(193,108)	Garden Waste Service	R213	(130,657)	0	(130,657)	(174,278)	(43,621)
1,780,907	Total Waste Management		1,438,222	77,414	1,515,636	1,519,978	4,341

Craven District Council

Section 4 - Bereavement Services

NCOS At - 30/3/2022 (Quarter 4 - 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)	(7,000)	(485,421)	(701,012)	(215,590)
(32,078)	Skipton Cemetery	R191	(12,218)	0	(12,218)	(17,626)	(5,408)
(5,400)	Ingleton Cemetery	R192	(5,454)	0	(5,454)	(3,134)	2,320
2,451	Closed Churchyard St Andrews (Kildwick)	R193	5,700	0	5,700	3,013	(2,687)
1,086	Closed Churchyard St Marys (Ingleton)	R194	1,000	0	1,000	802	(198)
0	Closed Churchyard St Margarets (Bentham)	R195	1,000	0	1,000	1,380	380
(776,447)	Total Bereavement Services		(488,393)	(7,000)	(495,393)	(716,577)	(221,184)

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 30/3/2022 (Quarter 4 - 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	0	(4,000)
21,117	Building Control (Non Fee Earning)	R251	35,959	0	35,959	30,675	(5,284)
0	Building Control (Fee Earning)	R252	(29,372)	0	(29,372)	(47,562)	(18,190)
0	Local Plan	R253	249,602	0	249,602	234,395	(15,207)
0	Local Land Charges	R254	(96,955)	0	(96,955)	(90,005)	6,950
0	Development Control	R255	199,001	0	199,001	571,957	372,955
0	Planning (Service Unit)	R270	0	0	0	0	0
21,117	Total Planning & Building Control Services		362,235	0	362,235	699,459	337,224

Craven District Council

Section 6 - Economic Development

NCOS At - 30/3/2022 (Quarter 4 - 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	82,467	5,387
31,800	Attraction Trade & Tourists	R310	21,800	0	21,800	18,900	(2,900)
165,618	Industrial Development	R311	59,140	0	59,140	37,598	(21,542)
38,322	Settle TIC	R315	28,223	0	28,223	36,187	7,964
207,212	New Homes Bonus Projects	R316	53,000	0	53,000	9,364	(43,636)
162,474	Economic Development (Service Unit)	R330	168,412	0	168,412	167,204	(1,208)
0	Growth Deal - Skipton Station Regeneration	R317	0	0	0	0	0
28,872	Growth Deal - Support Work R318	R318	0	0	0	0	0
(38,126)	Total Skipton Heritage Action Zone *	R319	0	0	0	0	0
(4,419)	Total Reopening High Street Safely *	R324	0	0	0	0	0
	Langcliffe Quarry Enterprise Centre	R325	0	0	0	0	0
682,506	Total Economic Development		407,655	0	407,655	351,721	(55,934)

* Expenditure incurred in year will be funded by external support so forecast a Net Nil for the year.

Craven District Council

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

NCOS At - 30/3/2022 (Quarter 4 - 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	35,856	(10,747)
151,282	Museum	R301	136,006	15,890	151,896	320,127	168,231
0	Museum Development Project - Development Phase	R304	0	0	0	0	0
79,445	Museum Development Project - Delivery Phase	R308	(280)	0	(280)	8,073	8,353
0	Rural Culture: Creating a Hub for Craven	R309	2,733	0	2,733	(656)	(3,389)
0	York & NY Dance Hub	R322	0	0	0	7,103	7,103
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
274,977	Total Cultural Services (incl. Museum & Town Hall)		178,362	22,590	200,952	370,503	169,551

Craven District Council

Section 8 - Leisure Services

NCOS At - 30/3/2022 (Quarter 4 - 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	228,675	199,310
85,458	Revive Café	D106	646	0	646	34,733	34,087
(6,854)	Healthy Lifestyles	D107	758	0	758	0	(757)
182,568	Total Leisure Services		30,770	0	30,770	263,409	232,640

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 30/3/2022 (Quarter 4 - 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	23,806	1,960
37,340	Bus Station	R104	22,628	0	22,628	10,916	(11,712)
(29,321)	Private Garages	R346	(19,092)	0	(19,092)	(37,782)	(18,690)
(16,691)	Skipton Depot	R115	62,134	0	62,134	171,603	109,469
(36,535)	Settle Depot	R117	70	0	70	85	15
300,095	Belle View Square	R125	270,868	0	270,868	243,670	(27,198)
363,025	Assets & Projects (Service Unit)	R212	368,683	27,000	395,683	458,391	62,707
139,180	Amenity Areas (Incl Aireville Park)	R100	113,060	0	113,060	136,657	23,597
(102,431)	Estates	R425	(89,629)	0	(89,629)	(138,154)	(48,525)
(35,579)	Shared Ownership Scheme	R427	(19,688)	0	(19,688)	(49,169)	(29,482)
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)	(1,161,256)	7,138
110,385	Public Conveniences	R160-181	82,009	0	82,009	52,834	(29,175)
(147,357)	Total Assets & Commercial Services		(355,505)	27,000	(328,505)	(284,712)	43,793

Craven District Council

Section 10 - Legal Services

NCOS At - 30/3/2022 (Quarter 4 - 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	166,633	37,260

Craven District Council

Section 10 - Member Services

NCOS At - 30/3/2022 (Quarter 4 - 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	95,088	(4,869)
183,200	Democratic Representation	R410	205,101	0	205,101	181,758	(23,343)
285,118	Total Member Services		305,057	0	305,057	276,846	(28,212)

Craven District Council

Section 11 - Election Services

NCOS At - 30/3/2022 (Quarter 4 - 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	34,576	(53,018)
49,741	Electoral Registration	R412	73,238	0	73,238	74,335	1,097
152,468	Total Election Services		160,831	0	160,831	108,911	(51,920)

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 30/3/2022 (Quarter 4 - 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	506,025	13,033
144,359	Business Support	R375	205,392	0	205,392	103,350	(102,042)
153,662	Human Resources	R370	156,221	0	156,221	173,575	17,354
21,381	Health and safety	R373	34,115	0	34,115	20,516	(13,598)
28,338	Tour De Yorkshire	R306	0	0	0	4,103	4,103
206,754	Partnerships & Communications	R355	196,620	4,601	201,221	168,040	(33,182)
4,387	Sporting Events	R356	1,174	0	1,174	407	(766)
41,540	Craven Crime Reduction	R348	40,045	0	40,045	39,176	(869)
0	Safer & Stronger Communities	R349	0	0	0		0
219,464	Customer Services	R383	263,276	0	263,276	225,437	(37,838)
1,342,191	Total Chief Execs & Business Support		1,389,835	4,601	1,394,436	1,240,629	(153,807)

Craven District Council

Section 12 - Financial Management

NCOS At - 30/3/2022 (Quarter 4 - 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	477,846	(27,976)
(12,624)	Corporate Management	R420	258,538	0	258,538	129,028	(129,510)
91,775	Unapportion Overheads	R422	(18,500)	0	(18,500)	16,870	35,370
476,399	Revenues & Benefits	R384 & R432-5	243,501	0	243,501	322,054	78,553
1,030,480	Total Corporate Head (Financial Management)		989,361	0	989,361	945,798	(43,564)

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 30/3/2022 (Quarter 4 - 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	19,438	(24,750)
489,391	ICT & Transformation	R400	512,355	0	512,355	453,261	(59,093)
531,851	Total Director of Services		556,542	0	556,542	472,699	(83,843)

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2021/22 - 2022/23 Mar 22

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					Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2019/20	2020/21	2021/22	2022/23					
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
TOTAL AMBER SAVINGS						26,400	188,400	208,500	276,900					
16	IT	IT – Contract up for renewal. Transfer of Mitel 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 provison of older debt. This resulted in a significant redcuton in the MRP originally calculated as part of the 20/21 budget.	Richard Weigh	James Hordern
TOTAL GREEN SAVINGS						2,000	176,000	68,000	68,000					
TOTAL ALL SAVINGS						83,400	490,500	427,600	496,000					

Agency Budget Analysis of Services and Forecasted Spend in Salaries:

Agency Actual Outturn 2020/21 £	Service	Agency Actual as at Q4 2021/22 £	Agency Revised Budget as at Q4 2021/22 £	Agency Variance End Mar 22 -ve/+(ve) £	Reason for Agency Appointment
34,972	Refuse Collection-Domestic	72,184	5,000	67,184	
27,059	Refuse Collection-Commercial	7,067	-	7,067	
742	Street Cleansing	11,193	-	11,193	
17,461	Recycling	414	-	414	
-	Mechanics Workshop	1,579	-	1,579	
17,206	Waste Management	38,919	-	38,919	covering Waste Management operational roles, including COVID related costs incurred
43,613	Assets & Commercial Services (\$/Unit)	6,366		6,366	
14,588	Garden Waste Service	11,512	-	11,512	
9,405	Hackney Carriages	-	-	-	
9,405	Licencing	-	-	-	
-	Environmental Health Services	21,117		21,117	
83,970	Local Development Framework	79,289	-	79,289	Planning Policy cover
130,828	Development Control	55,809	11,500	44,309	Cover of Planning Officers and to clear back log of applications
45,239	Head of Planning & Building Control	61,265	-	61,265	Cover of Planning Officers and to clear back log of applications
32,945	Legal Services	51,402	-	51,402	Covering Legal Services Manager
-	Human Resources & Training	1,659		1,659	
1,060	Financial Services	9,718	-	9,718	Clearing Build up of Procurement, performance and risk administration
2,000	Revenue and Benefits Services	6,552	10,000	(3,448)	
1,875	Information Technology Services	11,200	-	11,200	
472,368		447,246	26,500	420,746	

Revenue Budget Slippage Requests - 2021/22

Ref	Request Description	Cost Centre	Cost Centre (T)	Account Code	2021/22 Revised Budget £	2021/22 Draft Accounts spend £	Balance £	2021/22 Slippage Request £
	<p>For work associated with new Crematorium Annexe – due to the pandemic and staffing constraints in Property there was a delay with the start of the project. We requested for a slippage of £6,300 from budget year 2020/21 into financial year 2021/22 as the work was due to commence in summer 2021.</p> <p>However, due to unforeseen problems gaining planning permission the project has further been delayed.</p> <p>We are hopeful the project will commence with planning permission within 2022/23 and before LGR.</p>	R190	Bereavement Services	0515	22,000	12,635	9,365	7,000
Total					22,000	12,635	9,365	7,000

Policy Committee – 21st June 2022

CAPITAL PROGRAMME OUTTURN 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 outturn position of the Council's Capital Programme for 2021/22 and the sources of finance.

2. **Recommendations**

- 2.1 Members note the outturn position of the 2021/22 capital programme and how the programme has been financed.
- 2.2 Members confirm the carry forward of £4,768,366 for the continuation of the 2021/22 projects in 2022/23.

3. **Report:**

- 3.1 The Council agreed the 2021/22 Capital Programme of £2,230k on 2nd February 2021. On 14th September 2021 the Policy Committee approved for the Capital Programme to include £9,380k of carry forward from the 2020/21 Programme. The Langcliffe Quarry Development has also been recognised on the programme. Giving a revised programme of £13,437k.

3.2 **Quarter 4 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 31st March expenditure on the programme was £7,978k.

Table 1: Planned Capital Programme Performance

	Total Programme 2021/22 £	Forecasted Outturn 2021/22 £	Slippage Requested 2021/22 £
Council Properties	11,725,157	6,768,603	4,478,840
ICT	92,767	48,340	28,547
Private Sector Hsg & Empty Homes	834,329	559,973	101,468
Recreation & Leisure	120,031	93,883	1,308
Town/Village Plans	40,308	0	40,308
Vehicles	624,823	506,928	117,895
Total Capital Programme Costs	13,437,416	7,977,727	4,768,366

3.3 The Outturn spend for 21/22 is £7,978k

3.4 Continued review and update of the projects are carried out on a quarterly basis.

3.5 As part of the quarter 4 monitoring there have been a number of projects that have been identified as either being wholly slipped into 21/22 or where there is going to be expenditure across two financial years. These have been identified in the table above and also in Appendix A.

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 Forecast	2022/23 Indicative	2023/24 Indicative	2024/25 Indicative
Capital Receipts at Start of Year (CRR)	2,187	1,572	1,472	1,222
In Year resources - (Capital Grants/receipts received)	2,177	680	557	557
Use of in Year Capital grants	2,563	680	557	557
Use of Commuted Sums/S106	598	244	250	
Use of Capital Receipts	229	100	250	-
Total Use of Capital Resources	3,390	1,024	1,057	557
Contribution From NHB Reserve	65	140	-	-
Contribution From Enabling Efficiencies Reserve	10	0	0	0
Contribution From Vehicles Reserve	507	625	405	390
Contribution from IT Reserve	61	90	40	30
Contribution from Buildings Reserve	301	173	-	-
Underwrite the Capital relating to Skipton Depot Project and JV Development Projects	2,452	1,337	-	-
Potential utilisation of Borrowing for Shared Ownership and CDC Developments	1,192	1,596	-	-
Total Use of Reserves/Borrowing	4,588	3,961	445	420
Forecasted Capital expenditure in year	7,978	4,985	1,502	977
Capital Receipts at end of Year (CRR)	1,572	1,472	1,222	1,222

- 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 2022/23, 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/claims of £2,177k 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 not 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

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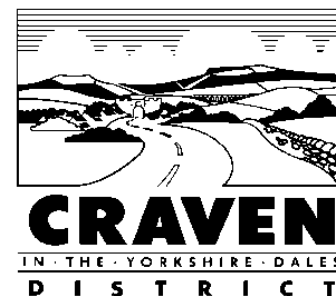
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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

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 £	Total Programme 2021/22 £	Expenditure at Q4 2021/22 £	Remaining Budget 2021/22 £	Slippage Requested 2021/22 £	Forecasted Outturn 2021/22 £	Q4 comments
Assets & Commercial Services	Parking payment machine replacement	Helen Townsend	6009			23,946	23,946	630	23,316	-	630	
Assets & Commercial Services	SECTION 106 SHARED OWNERSHIP ACQUISITIONS	Rachel Sewell	6026	1,135,020	-	243,835	1,378,855	780,747	598,108	598,108	780,747	Acquired 2 homes in Gargrave in Q4
Assets & Commercial Services	Shared ownership development	Jenny Kerfoot	6062			2,787,850	2,787,850	1,191,935	1,595,915	1,595,915	1,191,935	Banks Way completed on 31 March 2022, North Parade construction ongoing
Assets & Commercial Services	Museum-Major Improvements	David Smurthwaite	6032				-	438,279	(438,279)	-	438,279	
Property Services	Skipton Depot Project	Hazel Smith	6036			2,434,538	2,434,538	1,097,646	1,336,892	1,336,892	1,097,646	Construction phase is progressing well with the depot/workshop building taking shape. Details around the internal fitout and workshop fit out are also progressing with the workshop pits having been installed as its first phase works. Completion date for the works remains at end July 2022.
Bereavement Services	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044			13,000	13,000	-	13,000	13,000	-	Phase 1 works are progressing well with all buildings now working on intern
Property Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050			74,880	74,880	-	74,880	74,880	-	Submitted application to planning
Bereavement Services	Exit Drive at Waltonwrays	Clair Cooper	6052			28,000	28,000	1,809	26,191	26,191	1,809	Work is currently out to tender, hopeful to get contractor on site in March, estimated the costs to be less than budget but can only confirm once on site
Bereavement Services	Re-Roof the Book of Remembrance Chapel	Clair Cooper	6054		-	14,000	14,000	-	14,000	-	-	Work completed as part of the ERDF Decarbonising Skipton project
Property Services	JV Development Projects - Craven Share	Rachel Sewell	6057			2,741,739	2,741,739	-	2,741,739	-	-	
Property Services	Langcliffe Quarry Development	Hazel Smith	6059		(1,665,352)	1,752,152	1,752,152	1,207,264	544,888	544,888	1,207,264	Phase 1 works are progressing well with all buildings now working on internal elements and the Enterprise Centre stone barn in its internal fit out phase. Incoming services are also now progressing with external utility companies which, once complete will allow further and extensive progress to be made to the external "yard" works
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129			25,000	25,000	-	25,000	-	-	
Waste Management	Vehicle Lift Project	Hazel Smith	6136			20,000	20,000	-	20,000	20,000	-	
Assets & Commercial Services	Decarbonising Skipton: Green Future for Public Buildings	Rachel Sewell	6142				-	445,607	(445,607)	-	445,607	Installed PV panels at Otley Street. Work has been ongoing in regards to the heat pumps at Craven Leisure.
Economic Development	Growth Deal - Highways Improvements	Sharon Sunter	6146			-	-	996,764	(996,764)	-	996,764	
Economic Development	Ingleton Village Plan	Sharon Sunter	6138			40,308	40,308	-	40,308	40,308	-	
Craven Leisure	Dosing System Renewal	Hazel Smith	6158		-	2,531	2,531	2,708	(177)	-	2,708	Complete
Craven Leisure	Poolside Grates	Hazel Smith	6159		-	10,000	10,000	9,983	17	-	9,983	Complete
Assets & Commercial Services	Settle Area Swimming Pool Grant	Sharon Hudson	6191			75,000	75,000	75,000	-	-	75,000	

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	Total Programme 2021/22 £	Expenditure at Q4 2021/22 £	Remaining Budget 2021/22 £	Slippage Requested 2021/22 £	Forecasted Outturn 2021/22 £	Q4 comments
ICT & Transformation Services	Payroll System improvements	James Hordern	6200			3,650	3,650	-	3,650	3,650	-	Phase 1 of the project is complete. Phase 2 and the roll out of Self service modules will be completed in 22/23.
ICT & Transformation Services	InCab Communications & Web Portal Systems	Darren Maycock	6276			15,817	15,817	-	15,817	15,817	-	
Property Services	Integrated Asset Management System	Darren Maycock	6277	-		11,600	11,600	105	11,495	-	105	
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	320,000	-	274,823	594,823	506,928	87,895	87,895	506,928	£198k expenditure in Q4: 18t Narrow Access RCV EH Water Sampling Van Remaining £88k requires slippage to 2022/23. Vehicle ordered (7.5t Compaction). Delivery expected October 2022
Assets & Commercial Services	Electric Vehicle Charging Points in Outlying Car Parks	Rachel Sewell	6070	123,028	(92,271)		123,028	200,430	(77,402)	-	200,430	Ground works have started, awaiting electrical connections
Assets & Commercial Services	Multi-Play Equipment replacement	Rachel Sewell		7,500			7,500	6,192	1,308	1,308	6,192	Order has been placed, installation date in May 2022
Assets & Commercial Services	Otley Street Centre, Skipton	Rachel Sewell	6060				-	204,025	(204,025)	-	204,025	
Assets & Commercial Services	Skipton Crematorium extension	Rachel Sewell	6053	47,345	(20,000)		47,345	5,203	42,142	42,142	5,203	Designs are being prepared to submit to Planning
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305			30,000	30,000	-	30,000	30,000	-	
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock	6280	10,000		-	10,000	13,500	(3,500)	-	13,500	
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	30,000		-	30,000	22,115	7,885	-	22,115	
Assets & Commercial Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX			4,000	4,000	-	4,000	-	-	
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151 6156	557,000	(557,000)	277,329	834,329	559,973	274,356	101,468	559,973	
Property Services	Town Hall Remedial Works - Skipton Town Hall Frontage Works	Rachel Sewell	6061		-	55,000	55,000	198,264	(143,264)	-	198,264	Contractor in place, work to start in April 2022
Assets & Commercial Services	Development of CDC Land	Rachel Sewell			-	226,824	226,824	-	226,824	226,824	-	
Financial management	Agresso Upgrade	James Hordern			-	21,700	21,700	12,620	9,080	9,080	12,620	It is anticipated that with LGR, finance systems will be reviewed. The current system will be maintained for the remainder of the tenure.
Total Capital Programme 2021/22				2,229,893	(2,334,623)	11,207,523	13,437,416	7,977,726	5,459,690	4,768,366	7,977,727	

Policy Committee – 21 June 2022**Quarter 4 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 Q4 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'. Two actions were rated 'Red':
- A Cultural Apprenticeship Scheme is now unlikely to start before vesting day for the new council for North Yorkshire.
 - Craven was unsuccessful in attempting to recruit a Waste Education Officer and the Waste Education Programme is therefore not on track.

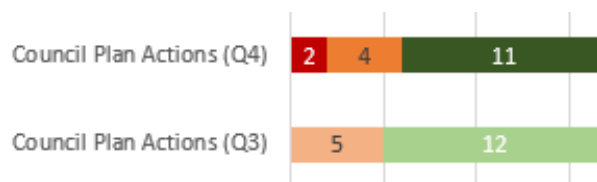


Chart: Council plan progress by RAG rating, Q3 2021/22 and Q4 2021/22

3.4 The 4 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**.

- The high level of fly tipping is impacting on our **cleaner neighbourhoods** targets. The level increased again in Q4.
- Our **Risk Management** activity still requires some improvement; we have a plan in place to address this and there is a specific workstream addressing this issue as part of Local Government Reorganisation.
- A substantial improvement will still be required to achieve a **50% recycling rate**. The rate declined for a second subsequent month in Q4 2021/22

3.5 Service performance highlights are listed in the report under 'Quarter 4 Performance Summaries'. Note that performance against Planning timescales has continued to improve; all indicators are now above target. Unfortunately Waste Management indicators have declined and both waste reduction and recycling remain well below target.

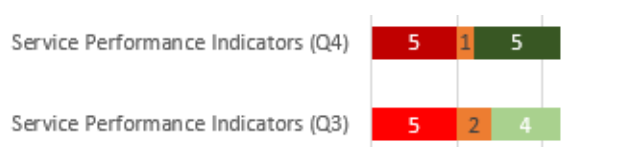


Chart: Service Performance KPIs by RAG rating, Q3 2021/22 and Q4 2021/22

3.7 Sickness absence rates remain low across the Council though there were larger increases in a small number of services, most notably in Waste Management and at Craven Leisure. The rate of timely PDR completion improved again during the quarter, and is now at 83% completion with most services completing over 80% of PDRs.

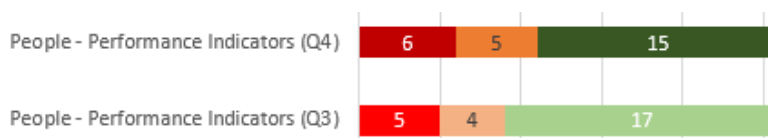


Chart: 'People' KPIs by RAG rating, Q3 2021/22 and Q4 2021/22

3.8 The range of additional challenges faced by services has resulted in an overspend compared to the budget position for an increasing number of service areas. This is covered in detail in the quarterly budget monitoring paper, also presented at this committee. These challenges include the covid-19 pandemic; Local Government Reorganisation; the need to administer funding programmes at short notice; and funding opportunities requiring an upfront investment.

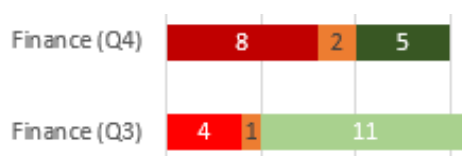


Chart: 'Finance' KPIs by RAG rating, Q3 2020/21 and Q4 2021/22

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

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

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 Q4 2021-22

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

Performance Overview

Quarter 4 2021/22 (January-March)

Contact: James Hordern, Accountancy Services Manager
jhordern@cravendc.gov.uk

Quarter 4 2021/22 Performance Overview

2 Council Plan actions are rated 'Red':

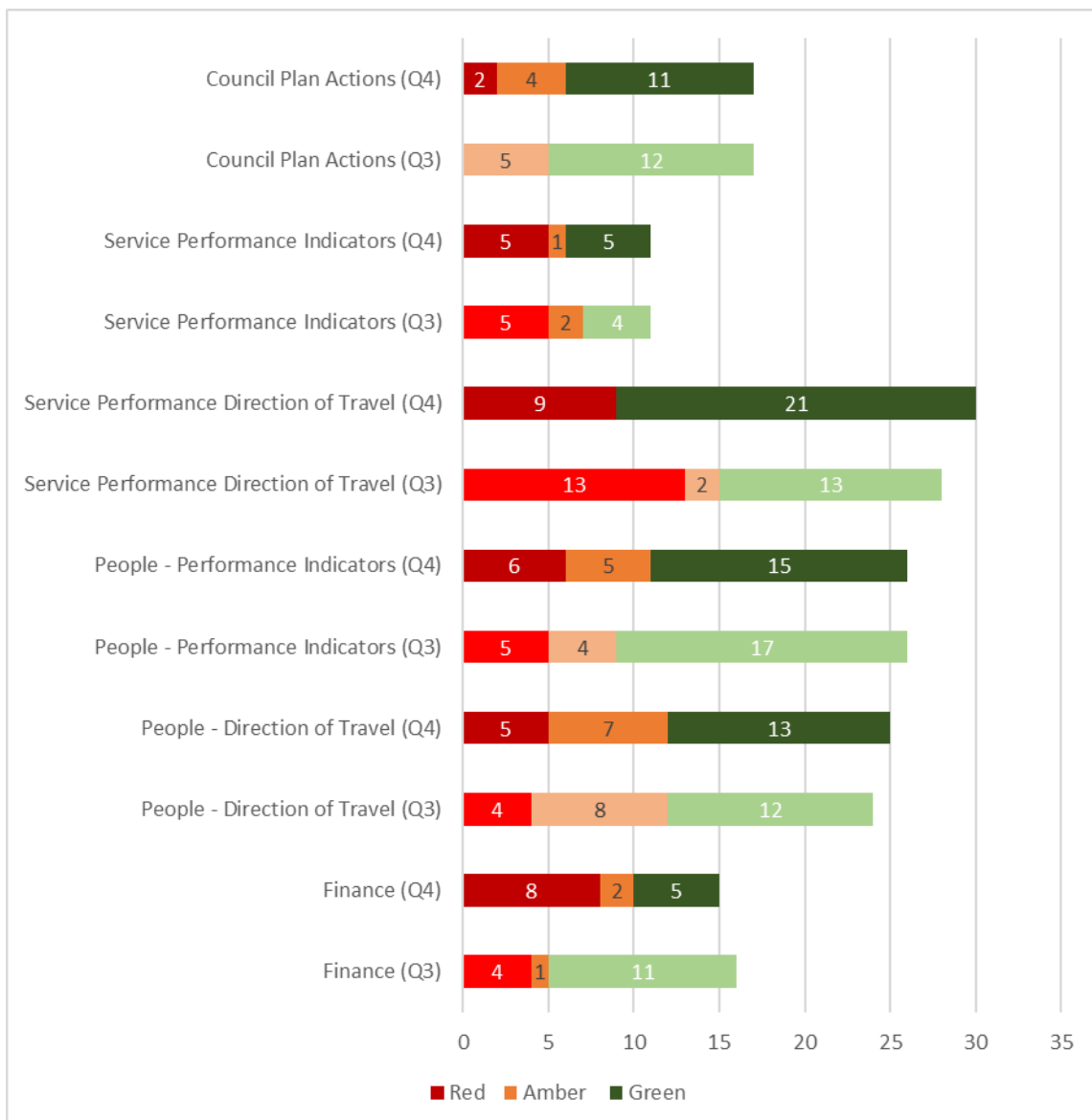
- Waste Education Programme
- Cultural Apprenticeship Programme

A further 4 Council Plan actions are rated 'Amber' and are not on track but do have a plan in place.

The profile of Service Performance indicators is similar to Q3. The 5 performance areas showing 'Red' performance are: - Payments with an official order; - time to process new benefits claims; - fly tipping incidents; - volume of waste collected; - recycling rates.

A majority of People performance indicators are rated Green. PDR completion rates have improved and sickness absence remains low, though higher overall than reported for 2020/21. Sickness rates for a small number of services are much higher than the 8.5 days target (particularly Waste Management and Craven Leisure)

More areas are showing a budget overspend compared to Q3. This is largely due to addressing significant external pressures (continuing pandemic response; local government reorganisation; new government payment and relief schemes; new funding opportunities requiring upfront investment).



Bereavement Services - Quarter Four Performance Summary

The use of the Crematorium continued to operate at relatively normal (i.e. pre-pandemic) levels during Quarter 4 2021, with sufficient capacity available on a normal operating timetable. We continue to see a slightly higher level of cremation due mainly to the continuing closure of Oakworth Crematorium. This placed a particular pressure on services in January and February, though we were still able to operate within normal capacity. Oakworth Crematorium reopened in April 2022.

Council Plan Progress

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

Service Performance

No. Cremations held (per quarter)

384

↑ up 15% on prev. Q ↓ down 33% on Q4 20/21

Ave. Normal Crematorium Capacity used

70%

↓ Down 6%pts on prev. Q ↓ Down 4%pts on Q4 20/21

No. Burials

31

People (6 employees)

% PDRs completed on time

100%

● on target ● Same as prev. Q

Ave. days absent through sickness

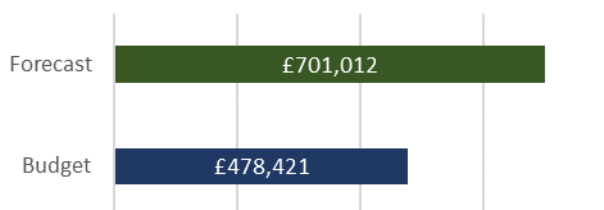
0.8 days

● 7.7 days below target ↑ up 0.1 days on Q3 21/22

Finance

Forecast Net Expenditure against Budget

Forecast net income is £222,590 above budget



Internal Audit

No outstanding recommendations.

Contract Management

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

2 contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. **1 contract** (music system for the Crematorium chapel) has expired and a new contract is being negotiated.

Risk Management

5 risks on the risk register are monitored by Bereavement Services, all rated 'Green' – however some actions identified to further reduce risk.

Climate Emergency Strategic Plan

The team have developed rules and regulations to try to reduce plastic waste within the cemetery/crematorium – this needs to be authorised and rolled out (e.g. discourage the use of plastic coverings on flowers/no balloons, lanterns)

- The project to install solar panels on the Book of Remembrance Chapel as well as insulating the roof (and reroofing the building) as part of the Decarbonising Craven project has now been completed.
- Plans prepared to install a heat recovery system within the crematorium, again as part of the Decarbonising Craven project. This is currently awaiting planning permission.

Craven Leisure - Quarter Four Performance Summary

Quarter 4 saw a continuing increase in the level of membership.

Programmed activities returned to levels comparable to before the pandemic. This has continued to result in a reduction in the level of casual use compared to the previous quarter, as casual use became slightly more limited in availability due the pool and studios being booked for programmed sessions.

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

Ave. Number of Members

2269

↑ 12% increase on prev. Q ↑ 36% increase on Q4 2020

Net No. New Members

310

Casual Swimming Attendance

13796

↓ 855 down on prev. Q ↑ 10835 up on Q4 2020

Fitness & Studio Attendance

9056

↓ 898 down on prev. Q ↑ 6849 up on Q4 2020

People (32 employees)

% PDRs completed on time

68%

● 32%pts below target ↑ 4% increase on prev. Q

Ave. days absent through sickness

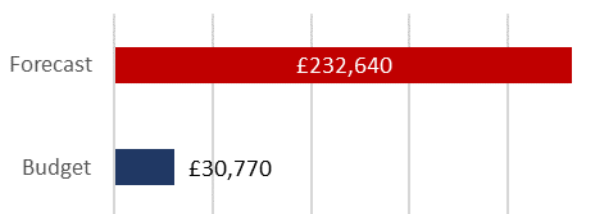
10.1 days

↑ 1.6 days above target ↑ 3 days higher than Q2 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£232,640** above budget



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, a solar roof has been installed at the leisure centre. We have also commissioned the installation of air source heat pumps for pool heating. The centre will be connected to the Council's intelligent buildings energy management system, and will have live public access energy display boards.

Cultural Services - Quarter Four Performance Summary

The Town Hall successfully reopened on the 21st June. We took a cautious approach to this, guided by Audience Agency data and other research across the cultural sector in relation to audience confidence and ongoing Covid-19 situation. We therefore reopened with pre-bookable, timed and number restricted museum & gallery combined visit slots x5 per day, and distanced seating for Concert Hall performances throughout June, July and August, eventually lifting the capacity restriction and need to pre-book for the Museum & Gallery at the beginning of September. Visitor feedback continues to be very positive.

Council Plan Progress

- The redevelopment of the **Town Hall** is complete and the building is reopened. We are completing additional work on the building frontage.
- 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 successfully supporting the 2021 Puppet Festival as a flagship partner as well as planning a full festival programme for Summer 2022.
- Work to establish a **Cultural Apprenticeship scheme** has not started

Service Performance

Museum Attendances

19634

☉ New indicator (NB Q3 indicator – not yet updated for Q4)

Performance and Event Attendances

7555

☉ New indicator (NB Q3 indicator – not yet updated for Q4)

People (8 employees)

% PDRs completed on time

83%

● 17%pts below target ● Same as prev. Q

Ave. days absent through sickness

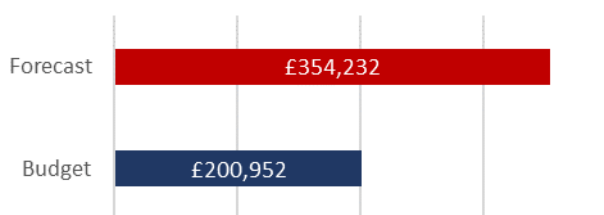
0.8 days

● 7.2 days below target ● no increase on prev. Q

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£153,280** above budget



Internal Audit

No specific Internal Audit recommendations.

Contract Management

3 contracts over £10k, total value £120k 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

The main town hall and museum redevelopment project including significant energy-saving measure (e.g. heat recovery, PIR insulation, high efficiency LED lighting). We have recently made further steps toward addressing energy saving by having solar panels installed on the roof of the Town Hall and are currently having sheep's wool insulation installed in our Concert Hall loft space. We continue to use Vegware compostable products in our bar and purchase mixers in recyclable glass bottles instead of plastic. We use recycled and recyclable packaging in our shop and source from local suppliers wherever possible, in line with the Council's procurement strategy, both in the bar (northern bloc, north bar etc.) and in our shop (various local artists and makers).

Customer Services - Quarter Four Performance Summary

During 2021/22 the Customer Service Team Leader has been a shared post 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 throughout the financial year. Now that our more recently recruited staff have been trained and are established in post our call answering rates have recovered to well above our target rate.

Council Plan Progress

No specific Council Plan actions

Service Performance

% Calls Answered

94.3%

↑ 4.3%pts above target ↑ 0.3%pts since Q3 21/22

Emails received to 'Contact Us'

1768

↑ 29% decrease compared to Q3 21/22

People (9 employees)

% PDRs completed on time

88%

● 12%pts below target ● no change on Q2 21/22

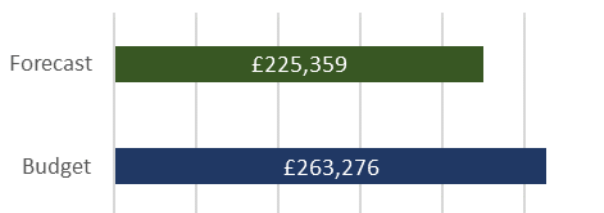
Ave. days absent through sickness

7.5 days

● 1 day below target ↑ 2.7 days up on Q3 21/22

Finance

Forecast Net Expenditure against Budget
Forecast expenditure is £35,158 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 Four Performance Summary

The team has continued to focus on progressing the implementation of externally funded schemes, which includes the upgrade of Engine Shed Lane and Ings Lane; 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.

Council Plan Progress

- Completed the Gallow Syke Flood Water Management scheme; the first phase of the wider scheme to upgrade Engine Shed Lane and Ings Lane. The purpose of the Gallow Syke scheme is to temporarily store water and regulate the rate of water entering Ings Beck during heavy rainfall events; thereby enabling the culverting of Ings Beck to provide the space needed to accommodate a two-lane roadway with footpath, drainage and lighting.
- Carried out public consultation on proposed designs to improve the physical environment along Coach Street, Victoria Street, Victoria Square and Hallam's Yard in Skipton. Excluding concerns raised by the businesses along Coach Street, the feedback was supportive. To address the concerns of businesses, options for accommodating delivery vehicles along Coach Street will be reviewed as part of the detailed design.

New Business Starts

65

↑ 41% increase on Q3 21/22

Claimant Count

510

↓ 74% decrease since Q3 21/22

People (6 employees)

% PDRs completed on time

71%

29%pts below target ● no change on Q3 21/33

Ave. days absent through sickness

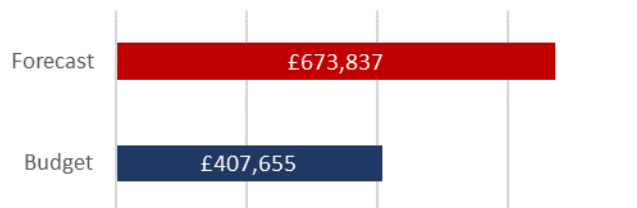
0.1 days

8.4 days below target

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£194,013** above budget



Internal Audit

No outstanding Internal Audit requirements.

Contract Management

No ongoing contracts (some contracts for works, procured in compliance with Contract Procedure Rules).

Risk Management

No entries in Risk Register monitored by Economic Development

Climate Emergency Strategic Plan

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.

Financial Management - Quarter Four 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 sign-off of accounts has again been delayed. Accounts are now unlikely to be fully audited and signed off until mid-2022. Payment of invoices has continued to deteriorate slightly. Despite a slight improvement the percentage of payments following an official order continues to be well below target. Additional resources have been allocated to address these issues; improvement should show in Q1 2022/23.

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

% Invoices paid within 30 days

93.5%

● 1.5%pts below target ↓ 1%pt below Q3 21/22

% payments with an official order

17%

33%pts below target ↑ 2%pts increase on Q3 21/22

People (11 employees)

% PDRs completed on time

100%

● on target ● same as Q3 21/22

Ave. days absent through sickness

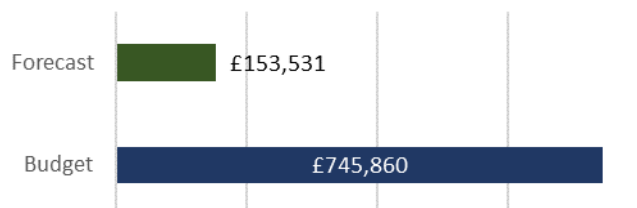
3.3 days

5.2 days below target ↑ 0.7 increase on Q3 21/22

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £592,329 below budget



Internal Audit

5 outstanding Internal Audit recommendations relating to Risk Management. Target date for completion of these actions is May 2022.

Contract Management

10 contracts over £10k, total value £195k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

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 started – Low Carbon Investments** – This will now not take place ahead of LGR.

Housing Needs Services - Quarter Four Performance Summary

Council Plan Progress

A bid has just been made to the Governments Rough Sleeping Initiative, which if successful will fund our existing rough sleeper services from 1st April 2022 - 31st March 2025. We expect a decision in May 2022. We have updated our Rough Sleeper project plan and the majority of actions are around working with partners to improve services to prevent and tackle homelessness.

Service Performance

No. Supported at Pinder House this quarter

13 (99% capacity used)

↓ 1 fewer than prev. Q ↑ 4 up on Q4 20/21

No. supported through Supported Lettings

9

↓ 1 fewer than prev. Q ↑ 2 up on Q3 2020/21

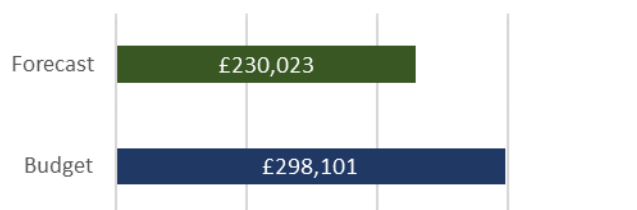
People

Contracted services – no staff managed directly.

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £26,593 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' and 'LAD3' Greener Homes bids with Better Homes Yorkshire were successful. This will provide further insulation and energy efficiency retrofit to residents on low incomes. In particular, we are working in partnership with Yorkshire Housing to ensure that socially rented homes across the District are retrofitted wherever it is possible to use this grant funding to ensure that the work is economically viable.

We have also decided to renew our innovative contract with Stannah for DFG stairlifts, which reuses components in new installations, saving both costs and carbon.

Parking Services - Quarter Four Performance Summary

Permit income continues to be relatively low as a result of continued home/flexible working and we expect this to remain the case in the short-term, though income has increased slightly this quarter.

Pay and Display card payments maintain a relative even split with cash. Note that over 50% of payments were made by card for the first time, this quarter. We have entered into a contract with PodPoint for the installation of our next 4 village EV charging points; groundworks are now in place and the units are awaiting installation. We are assessing options for the following 3 further village sites.

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

£306,327

↓ £55,020 down on Q3 2021 ↑ £174,670 up on Q4 20/21

Permit Income

£11,353

↓ £8,044 down on Q2 2021/22

Faults Raised

13

↓ 1 fewer than Q3 2021 ↓ 1 fewer than Q4 20/21

% Payments made by Card vs Cash

50.8%

(Q4 2021)

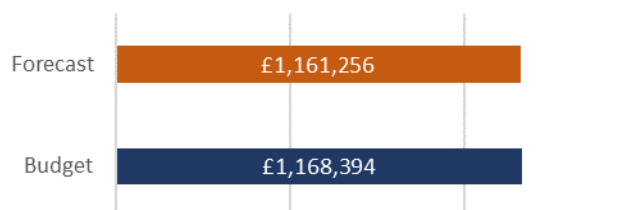
People

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

Finance

Forecast Net Income against Budget

Forecast income is **£7,318 below** 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

- Our EV charging point installation programme is now fully funded. The programme is well underway and, in partnership with the Yorkshire Dales National Park Authority, we will have delivered a network with at least 2 public charging sockets available at every town, larger village and major tourist centre in the District by mid-2022.

Planning - Quarter Four Performance Summary

Recent performance has improved due to the appointment of three contract planners, and the hard work of existing staff, to bring down the backlog. All of our timescale KPIs are now above target. We continue to work to improve the service, include working towards reducing the cost of the service by making permanent appointments to reduce the current reliance on contract staff.

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

Major applications processed within timescale

100%

● 23%pts above target ↑ 33%pts up on Q2 2021
(x of x applications determined within timescale)

Minor applications processed within timescale

67%

● 2%pts above target ↑ 26%pts increase on Q2 2021
(x of x applications determined within timescale)

Other applications processed within timescale

80%

● 8%pts below target ↑ 11%pts up on Q2 2021
(x of x applications determined within timescale)

People (24 employees)

% PDRs completed on time

84%

● 16%pts below target ● same as Q3 21/22

Ave. days absent through sickness

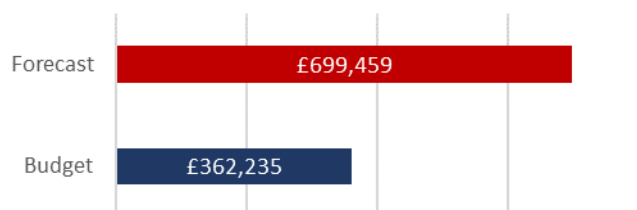
6.3 days

● 2.2 days below target ↑ 1.7 days increase on Q3 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £337,224 above budget



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 Four Performance Summary

Our work within the team has been affected considerably by the pandemic; we have administered business grants, Test & Trace Support payments and we are now working with NYCC to deliver the Household Support Fund. Gradually the workload is returning to normal although recovery continues to be very slightly affected (difficulty in getting court time). Benefit caseloads are now returning to more 'normal' (pre-pandemic) levels and the time taken to deal with new claims has also improving in recent months.

Council Plan Progress

No specific council plan actions

Service Performance

Time to process Change of Circumstances

4.7 days

● 2.3 days below target ↓ 0.6 days decrease from Q3 21/22

Time to process new claims

28.7 days

● 6.7 days above target ↓ 0.8 days decrease on Q3 2021

No. Council Tax Support Claims

2472

Tax and Rates collected

97.4% of Council Tax collected

96.8% of Non Domestic Rates collected

People (15 employees)

% PDRs completed on time

57%

● 43%pts below target ↑ 7% increase on prev. Q

Ave. days absent through sickness

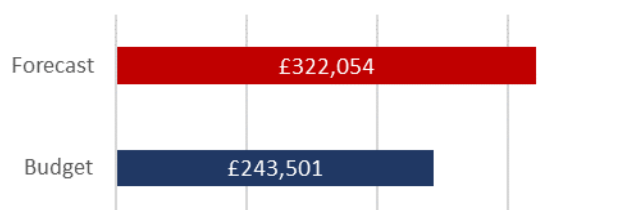
0.4 days

● 8.1 days below target ↑ 0.2 days up on Q3 21/22

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£78,553 above** budget



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 Four Performance Summary

Cleaner Neighbourhoods

Additional resources for the cleaner neighbourhoods team are beginning to have an impact. Whilst still currently above target, the total number of fly-tipping incidents has remained at a lower level than was achieved during the whole of 2020/21, and the numbers of other types of incident are low.

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 decrease significantly month-on-month since Q4 2020.

Service Performance

<p>Fly Tipping Incidents</p> <p>31</p> <p>● 21 above target ↑ 3 more than Q3 21/22</p>	<p>Littering Incidents</p> <p>3</p> <p>↓ 6 fewer than Q2 21/22</p>
<p>Dog Fouling Incidents</p> <p>26</p> <p>↑ 19 more than Q3 21/22</p>	

People – Note – Now included in Waste Management

% PDRs completed on time	Ave. days absent through sickness
Finance	Internal Audit
Now included in Waste Management	No outstanding Internal Audit recommendations.
	Contract Management
	1 contract with a value above £10k, procured in accordance with Contract Procedure Rules.

Risk Management

Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

Waste Management - Quarter Four 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. We have not yet seen a significant reduction in fuel use, but the changes in fleet should allow us to reconfigure our rounds to realise this.

Recycling rates, which had been recovering during the early part of the financial year declined slightly again this quarter. The total volume of waste collected also saw a slight increase. Funding has been agreed to recruit a dedicated Waste Education Officer, however we have been unable to appoint to this role.

Council Plan Progress

- We are not currently making sufficient progress towards achieving a **50% recycling rate**.
- Although funding has been agreed to recruit a dedicated Waste Education Officer to deliver our **Waste Education Programme** we have been unable to recruit a suitable candidate. We are currently assessing other options.

Service Performance

Residual waste – average volume per household

117.7kg

● 17.5kg above target ↑ 6.2 kg increase on prev. Q

% Waste recycled

39.3%

● 10.7pts below target ↓ 1.6pts decrease on prev. Q

People (55 employees)

% PDRs completed on time

89%

11%pts below target ↑ 36%pts increase on Q3 21/22

Ave. days absent through sickness

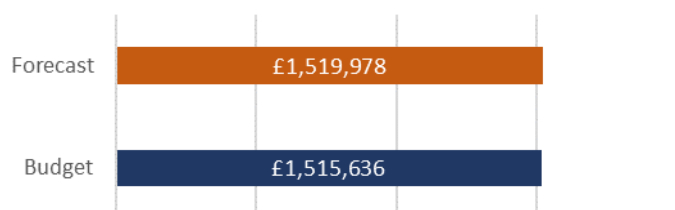
15.5 days

7 days above target ↑ 4.5 days increase on Q3 21/22

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£4,341 over** 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.
- We have been unable to recruit a member of staff to co-ordinate a **Waste Management Education Programme**

Central Services – Key Performance Indicators

Assets & Commercial Services		Business Support Services	
People (16 employees)		People (8 employees)	
% PDRs completed on time 93% 7%pts below target No change on prev. Q	Ave. days absent through sickness 5.0 days 3.5 days below target No change	% PDRs completed on time 100% On target No change on prev. Q	Ave. days absent through sickness 2.2 days 6.3 days below target Up 0.6 days
Finance		Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £63,655 above budget		Forecast Net Expenditure against Budget Forecast expenditure is £102,510 below budget	

Legal Services		Human Resources	
People (2 employees)		People (2 employees)	
% PDRs completed on time 100% on target No change on prev. Q	Ave. days absent through sickness 0.6 days 7.9 days below target Up 0.6 days	% PDRs completed on time 100% on target No change on prev. Q	Ave. days absent through sickness 0.8 days 7.7 days below target No change
Finance		Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £37,260 above budget		Forecast Net Expenditure against Budget Forecast expenditure is £16,058 over budget	

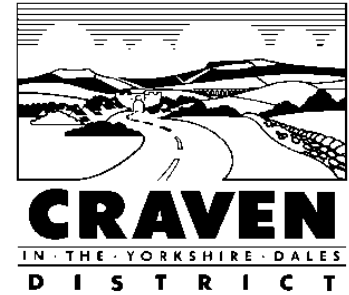
Policy Committee – 21st June 2022

Energy Rebate – Proposed Discretionary Scheme

Report of the Chief Finance Officer (s151 Officer)

Lead Member – Councillor Mulligan (Financial Resilience)

Ward(s) affected: All



1. Purpose of Report

- 1.1 To seek member approval to implement an 'Energy Rebate – Discretionary Scheme'.

2. Recommendations

- 2.1 Members endorse the proposed 'Energy Rebate – Discretionary Scheme' (as outlined in section 3.7), and approve which option is preferred in relation to the level of the rebate payment, either

- a. Payment of £120 to eligible households (funded from the overall grant allocation of £92,100), or
- b. Payment of £150 to eligible households (funded from the grant allocation of £92,100 with any additional funding required topped up by the council).

- 2.2 Delegated authority is given to the Council's s151 officer (in consultation with the Leader / Lead Member for Financial Resilience) to sign off the details of the scheme and implement any subsequent amendments that may be required.

3. Report

Background

- 3.1 Members will be aware that on 3rd February 2022, the government announced an Energy Rebate Scheme to help protect households from rising energy costs in 2022/23.
- 3.2 The Energy Rebate Scheme is being administered by billing authorities (in our case by Craven District Council). All eligible households within bands A to D will receive a one-off payment of £150. This does not need to be repaid
- 3.3 The government is covering the cost of this scheme. At the time of writing this report, the Council had paid 83% of eligible households the £150 rebate. This equates to around 16,300 households and totals approximately £2.4m. The

remaining 17% of eligible households are either in the process of being paid or are being contacted.

- 3.4 When the government announced the main scheme, they also made some monies available for local authorities to use to fund smaller scale discretionary award schemes for 'eligible households' in the remaining council tax bands E to H. The funding allocation from government for Craven DC is £92,100. Each local authority must set its own discretionary scheme parameters.

Context

- 3.5 The council has around 7,000 eligible households in Bands E to H.
- 3.6 If the same scheme criteria were repeated for the discretionary scheme (ie, all eligible households receive a rebate of £150) it would cost £1.050m – significantly in excess of the funding allocation of £92,100. If the funding allocation is divided between the 7,000 households, it would result in just over £13 being paid to each eligible household. It is fair to conclude that a different set of scheme parameters needs to be used to allocate the funding.
- 3.7 There are a number of different parameters that could be used, none of which are straight forward. Many local authorities have developed schemes that target households that are in receipt of certain benefits (within bands E to H). Given the level of the allocated funding, it is difficult to come up with any other method that would make appropriate use of the funding therefore the following scheme parameters are proposed for a discretionary scheme for Craven District Council;

Proposed Discretionary Scheme

The proposed option is to award a grant to households in Band E-H in which one of the liable parties is in receipt of certain qualifying benefits.

Qualifying benefits are generally recognised as: • Income support • Job Seeker's Allowance (Income Based) • Employment Support Allowance (Income Related) • Working Tax Credit • Universal Credit • Housing Benefit • Council Tax Reduction

Although the list looks long, in reality the benefits are overlapping and someone in receipt of UC or income support would usually also be in receipt of housing benefit and / or council tax support. Only one rebate payment would be made per eligible household.

Craven has 2000 households in receipt of Universal Credit; this is 7% of our households (against a national average of around 15-18%). If the 7% holds across all bands that would equate to around 470 of the occupied properties in Bands E - H. Assuming an award of £150 for each property, this allows for around 140 properties which might be in receipt of other benefits.

The advantage of this approach is that it does target the lower income households and it is relatively easy to prove entitlement (the applicant would need to show that they were receiving one of the listed benefits). The risk is that the numbers are estimated and therefore, assuming we operate on a first come first served basis, some deserving cases might miss out (if we stop making awards once all the money is distributed). To mitigate against this, we could award a smaller amount – for example, £120 per award would allow us to help 760 households (as opposed to 615 at £150 each). Alternatively, the council could leave the rebate level at £150 and effectively underwrite (pay for) any expenditure in excess of the £92,100 original funding level. This is estimated to be around £22,000 (based on 760 awards). Such an approach would ensure consistency re: payment level with the main government scheme.

Applicants would have to apply, even those on direct debit. This is because we would require evidence of their eligibility (in the form of proof that they are in receipt of qualifying benefit). We could award a grant automatically to people in receipt of council tax support and / or housing benefit if we had their bank details.

4. Financial and Value for Money Implications

- 4.1 Dependent upon which option is preferred. If members decide to underwrite the scheme (estimated cost approx. £22,000) this would be funded from underspends from the 2021/22 revenue budgets.

5. Legal Implications

- 5.1 Section 1 of the Localism Act 2011 enables the Council to make these payments.

6. Contribution to Council Priorities

- 6.1 The operation of the proposed discretionary scheme should help residents in receipt of eligible benefits with some assistance towards their rising energy costs. As such it should make a positive contribute to their wellbeing.

7. Impact on the declared Climate Emergency

- 7.1 This is effectively a one-off coping measure to help eligible households deal with the current increasing costs of utility bills.

8. Risk Management

- 8.1 The exact costs are not known but reasonable assumptions have been applied.

9. Monitoring Officer Comment

- 9.1 The Monitoring Officer is satisfied that the proposals are within the legal powers of the Council.

10. Chief Finance Officer Comment

10.1 Nothing to add to the narrative already included in the report.

11. Background Documents

11.1 Government announcement and grant awards (Feb 2022)

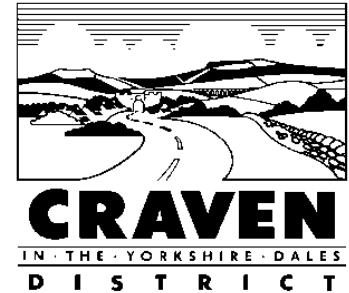
12. Author of the Report

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

Policy Committee: 21st June 2022

**Adoption of the Good Design
Supplementary Planning Document and the
Rural Workers' Dwellings Supplementary
Planning Document**



Report of the Strategic Manager for Planning and Regeneration

Lead Member – Councillor Myers

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

1. Purpose of Report

- 1.1 To present the final version of the Good Design Supplementary Planning Document and the Rural Workers' Dwellings Supplementary Planning Document (SPD) and other required documents following two four week periods of consultation with the public and stakeholders during 2021 and 2022.

2. Recommendations – That the following be recommended to Council:

- 2.1 Adoption of the Good Design SPD and Rural Workers' Dwellings SPD set out at Appendices A and E respectively to this report.
- 2.2 Approval of the Adoption Statements for the Good Design SPD and Rural Workers' Dwellings SPD set out at Appendices B and F respectively to this report.
- 2.3 Approval of the Consultation Statements for the Good Design SPD and the Rural Workers' Dwellings SPD set out at Appendices C and G respectively to this report.
- 2.4 Approval of the screening reports for the Strategic Environmental Assessment and Habitat Regulations Assessment on the Good Design SPD and Rural Workers' Dwellings SPD set out at Appendices D and H respectively to this report.
- 2.5 Grant delegated authority to the Strategic Manager for Planning and Regeneration to make any necessary minor amendments/corrections to the above documents, to publish them on the Council's website and inform those people and organisations who asked to be notified of the adoption of the SPDs.

3. Report

- 3.1 As members are aware, the Craven Local Plan was adopted in November 2019. The Council's Local Development Scheme (LDS) 2020 update sets out that a Good Design SPD and Rural Workers' Dwellings SPD will be prepared and adopted by the Council.
- 3.2 As described in the National Planning Policy Framework (NPPF) an SPD adds *"further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan."* The preparation of such SPDs are bound by the Town and Country Planning Act (Local Planning) (England) Regulations 2012 (as amended).
- 3.3 In accordance with the council's constitution, the preparation work on these SPDs has been overseen by the Craven Spatial Planning Sub-Committee. This sub-committee approved two drafts of both the Good Design SPD and the Rural Workers' Dwellings SPD for two separate public consultations during September/October 2021 and January/February 2022. To adopt these SPDs, the constitution now requires Policy Committee to recommend to Full Council adoption and approval of the relevant documents.
- 3.4 These documents are set out in the appendices to this report. The following paragraphs explain what these documents are and why they are required.

Appendices A and E: Good Design SPD and Rural Workers' Dwellings SDP (respectively)

- 3.5 These are the final version of each SPD which officers are recommending for adoption. They incorporate all the changes/modifications included in the Adoption Statement documents for each SPD. When adopted, they will become a material planning consideration in the council's determination of relevant planning applications.

Appendices B and F: Good Design SPD Adoption Statement and Rural Workers' Dwellings SPD Adoption Statement (respectively)

- 3.6 These are documents required under the Regulations. When published they will provide the formal notice of the adoption of the Good Design SPD and Rural Workers' Dwellings SPD by Full Council. In adopting these SPDs, the council is required by the Regulations to set out in respective adoption statements the modifications that have been made since the SPDs were originally prepared. These modifications reflect the changes set out in the Good Design Consultation Statement (Appendix C) and the Rural Workers' Dwellings Consultation Statement (Appendix G). The adoption statements also provide interested parties with the information they need if they wish to apply for a judicial review of the council's decision to adopt either of the SPD.

Appendices C and G: Good Design SPD Consultation Statement and Rural Workers' Dwellings SPD Consultation Statement (respectively)

- 3.7 A 'Consultation Statement' is required by Regulations on SPD preparation and must provide information on:
- (i) The persons consulted.
 - (ii) A summary of the main issues raised by those persons; and
 - (iii) How those issues have been addressed in the supplementary planning document.
- 3.8 The Regulations only require a Consultation Statement be published after the first period of consultation has been undertaken in the preparation of an SPD. This has already been done and the Consultation Statement formed part of the second period of consultation on the draft Good Design SPD and the draft Rural Workers' Dwelling SPD which ran from 4th January to the 1st February 2022. However, to show members of this committee, and interested parties how the issues raised during both periods of consultation have been dealt with, it is sensible to produce a Consultation Statement for each SPD which cover the representations received during both of these consultations. Part 1 of the Consultation Statement for each SPD, set out at appendix C & G, deals with those representations submitted during the first consultation on the two draft SPDs. The conclusions on whether or not to change the two draft SPDs as a result of these representations were agreed by the council's Spatial Planning Sub-Committee on 13th December 2021. These changes were incorporated into the second consultation draft of each SPD. Part 2 of the Consultation Statement for each SPD deals with the representations made in the second public consultation. As well as providing this information, the statement also sets out the details of the publicity given to both consultations.

Appendices D and H: Strategic Environmental Assessment: Screening reports and Habitat Regulations Assessment: Screening reports for the Good Design SPD and Rural Workers' Dwellings SPD (respectively)

- 3.10 These two documents were published for the second consultation of each draft SPD. They both show that neither a full SEA or a full HRA are necessary to accompany either SPD. Statutory consultee responses received have now been incorporated in these updated documents and they have also been updated to refer to the impact of the latest changes being made to each SPD on these assessments.

4. Financial and Value for Money Implications

- 4.1 Costs associated with the adoption of the SPDs, including publication, printing and distribution of documents are modest and can be met within this year's Spatial Planning Team's budget.

5. Legal Implications

5.1 The legal implications are set out in the main report.

5.2 Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing Supplementary Planning Documents.

6. Contribution to Council Priorities

6.1 The production of further guidance on good design and rural workers' dwellings in the form of SPDs will contribute to the Council's priority to create sustainable communities across Craven.

6.2 **Impact on the declared Climate Emergency:** The Local Plan supports 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. Reference is made in the appended SPDs to the importance of the sustainable design and construction of all development as reflected in the plan's policies.

7. Risk Management

7.1 See report

7.2 **Chief Finance Officer (s151 Officer) Statement:** the direct cost implications resulting from adoption of the SPDs are not significant.

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

8. Equality Impact Analysis

8.1 No new policy or procedure is proposed in this report which would give rise to a requirement for an Equality Impact Assessment.

9. Consultations with Others

9.1 Legal Services and Financial Services.

10. Background Documents

10.1 Good Design SPD and Rural Workers' Dwellings SPD: First Drafts for Consultation: September 2021.

10.2 Good Design SPD and Rural Workers' Dwellings SPD: Second Drafts for Consultation: January 2022.

10.3 Good Design SPD and Rural Workers' Dwellings SPD: Consultation Statements: January 2022.

10.4 These documents can be viewed at <https://www.cravendc.gov.uk/planning/spatial-planning/archives/consultations-archive/>

11. Appendices

Appendix A – Good Design Supplementary Planning Document (June 2022)

Appendix B – Good Design Supplementary Planning Document Adoption Statement (June 2022)

Appendix C – Good Design Supplementary Planning Document Consultation Statement (June 2022)

Appendix D – Good Design Supplementary Planning Document: Screening Report for Strategic Environmental Assessment (June 2022) and Screening Report for Habitat Regulations Assessment (June 2022)

Appendix E – Rural Workers' Dwellings Supplementary Planning Document (June 2022)

Appendix F – Rural Workers' Dwellings Supplementary Planning Document Adoption Statement (June 2022)

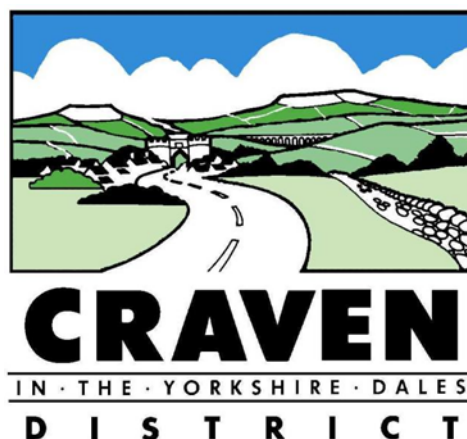
Appendix G – Rural Workers' Dwellings Supplementary Planning Document Consultation Statement (June 2022)

Appendix H – Rural Workers' Dwellings Supplementary Planning Document: Screening Report for Strategic Environmental Assessment (June 2022) and Screening Report for Habitat Regulations Assessment (June 2022).

12. Authors of the Report

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



Good Design in Craven Supplementary Planning Document

Presentation to Policy Committee 21st June 2022

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PART ONE: CONTEXT

1.1.0 Introduction

- 1.1.1 Supplementary Planning Documents (SPDs) are described in the glossary of the [National Planning Policy Framework \(NPPF\)](#) as:

“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”

- 1.1.2 This SPD provides further guidance on how to achieve good design in the Craven Local Plan area. It cannot and does not introduce any new policy requirements. Rather, in accordance with legal and [NPPF](#) definitions of SPDs, it adds further detail to help explain the objectives relating to the [Craven Local Plan](#) and provides information to assist applicants to meet the requirements of each relevant policy criteria. This information is set out in Part 2 of this SPD. Part 3 provides guidance for applicants in their preparation of planning applications, emphasising the importance of early pre-application discussions with the Council.

- 1.1.3 The plan policies referred to in this SPD are:

- Policy ENV3: Good Design
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the challenge of climate change.

The full text of policy ENV3 is set out in Appendix A. Policies SD1 and SD2 can be read in the [Craven Local Plan](#).

- 1.1.4 Planning applications relating to good design should take account of all relevant local plan policies. The Council has adopted other SPDs, which provide further guidance to specific adopted local plan policies. Applicants are encouraged to refer to these SPDs, when preparing and submitting an application to the Council (see [Craven Local Plan](#) webpage for details of all SPDs.)
- 1.1.5 Once made or adopted, neighbourhood plans form part of the development plan. It will therefore be necessary for development proposals to comply with any good design policies in neighbourhood plans where they exist and cover the location where development is proposed.

1.2.0 Preparing, submitting and front loading of planning applications

- 1.2.1 In accordance with Policy SD1 of the Craven Local Plan and paragraphs 11 and 39 – 46 of the [NPPF](#), the Council will take a proactive approach and will

work cooperatively with people and organisations wishing to carry out development and applying for planning permission, to find solutions to secure sustainable development that meets the relevant plan policies and can be approved wherever possible. Solutions to secure sustainable development for Craven, including contributing to the implementation of the Council's Climate Emergency Strategic Plan 2020 – 2030 through the policies of the local plan, and the efficient processing of planning applications, can be achieved through early pre-application engagement with the Council. This is called the process of 'front loading' and is strongly encouraged by the [NPPF](#) at paragraphs 39 to 46 (further guidance on this process is set out in Part 3 of this SPD).

1.3.0 Public consultation and adoption

- 1.3.1 This supplementary planning document has been the subject of two public consultations. Representations received during these consultations have informed this adopted document. As required by regulation 12(a) of the Town and Country (Local Planning) (England) Regulations 2012, a Consultation Statement was prepared which set out details of the consultations that have taken place and how issues have been addressed in the supplementary planning document.
- 1.3.2 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)), the local authority must determine whether a SEA is required under Regulation 9(3) for a supplementary planning document. A SEA screening report has been published alongside this supplementary planning document and this concludes there is no need for a full SEA.
- 1.3.3 A Habitats Regulations Assessment (HRA) is required to determine whether a plan or project would have significant adverse effects upon the integrity of internationally designated sites of nature conservation importance (also known as Natura 2000 sites). The requirement for HRA is set out within the Habitats Directive 92/43/EEC, and transposed into British law by Regulation 102 of the Conservation of Habitats and Species Regulations, 2010. A screening report can determine if a full HRA is required (i.e. an Appropriate Assessment or further report, as necessary). A HRA screening report has been published alongside this supplementary planning document and concludes there is no need for a full HRA.
- 1.3.4 This document was formally adopted by the Council on the 11th October 2022.

1.4.0 The relationship between the Craven Local Plan, the National Planning Policy Framework (NPPF), and the Craven Climate Emergency Strategic Plan

1.4.1 The [Craven Local Plan](#) (hereafter referred to as ‘the plan’) was adopted on 12 November 2019.

1.4.2 The preparation of the plan, and its examination, has been based on the provisions of the 2012 [NPPF](#) (paragraph 55), and the accompanying Planning Practice Guidance (PPG) and relevant ministerial statements up to mid-2018. Therefore, policies ENV3, SD1 and SD2 reflect these provisions. The 2012 NPPF was updated in July 2019 and July 2021. Notwithstanding these changes to national planning policy, Policy ENV3 remains consistent with the NPPF. The NPPF does however contain some additions to previous planning policy on decision making in relation to design. These will represent material considerations sitting alongside Policy ENV3 and are as follows:

- Local design guides or codes prepared by local planning authorities should be consistent with the principles set out in the [National Design Guide \(NDG\)](#) and [National Model Design Code \(NMDC\)](#), and should reflect local character and design preferences (NPPF, paragraph 128);
- New streets should be tree-lined, unless, in specific cases, there are clear, justifiable and compelling reasons why this would be inappropriate (NPPF, paragraph 131);
- Development that is not well designed should be refused, especially where it fails to reflect local design policies and the NDG and NMDC, taking into account any local design guidance and supplementary planning documents such as design guides and codes (NPPF, paragraph 134).

1.4.3 Whilst Policy ENV3 of the Craven Local Plan predates the NDG and NMDC, this policy and the contents of this SPD are consistent with both these national design documents, providing the Craven perspective on ‘achieving well designed places’.

1.4.4 In January 2020, the Council approved the [Craven Climate Emergency Strategic Plan \(CESP\) 2020 to 2030](#). This plan seeks to act upon the Council’s Climate Emergency Declaration adopted in August 2019 for the district to be carbon neutral by 2030 and reinforces the existing policies of the local plan which address climate change and carbon reduction measures. It is capable of being considered as a material consideration in determining relevant planning applications and supports policy ENV3, SD1 & SD2 (as well as policies ENV6, ENV7, ENV8 and ENV9) to reduce energy use, water use and carbon emissions, maximise the energy efficiency of development, and reduce the environmental impact of materials used in construction.

PART TWO: CONFORMING WITH POLICY ENV3: GOOD DESIGN

2.1.0 Context

2.1.1 Policy ENV3 states that development should, amongst other things, respond to the context and enhance local distinctiveness (see full policy text at Appendix A of this SPD). These are not unusual design principles and are typical of most policies and guides on good design. However, the key to their effectiveness lies in understanding what local context and distinctiveness are and using that understanding to inspire new design. The [Craven Local Plan](#) supporting text defines context as: “local circumstances, which form the background to a design idea and help the design make sense in its surroundings” and distinctiveness as: “positive features that help to contribute towards creating a ‘sense of place’, and individual identity”. Heritage has a strong influence on context and distinctiveness and this, too, is defined in the Craven Local Plan, as follows:

“Heritage is what we have inherited from the past and place special value upon. It is a broad term and can be applied to a wide range of things from landscapes and buildings to customs and knowledge. As well as being a record of our development through history, it creates local identity, is weaved into our modern way of life and can be an inspiration for positive change into the future.”

2.1.2 Therefore, as a starting point for any good design, it is important for the designer to understand the context and distinctiveness of Craven and, consequently, to understand its heritage, including its landscape character. Expert evidence provides the best basis for such understanding and this can be found in the [Council’s Conservation Area Appraisals](#), which form part of the underpinning evidence base of the Craven Local Plan. In parts of Craven not covered by a Conservation Area, it will still be important for designers to use the guidance contained in this SPD to help them develop an understanding of local context and distinctiveness in order to inform their designs. Appendix D is titled ‘The Context and Distinctiveness of Craven’ and provides a concise description and assessment of:

- Geology, Landscape and Views
- History and Industrialisation
- Contemporary Craven

Appendix D is based on the Conservation Area Appraisal evidence – beginning with the General Introduction to a suite of conservation area appraisals undertaken in 2016 – and should help designers to gain the understanding and inspiration they need. Furthermore, a good understanding of the landscape

character of the plan area and the location of a proposed development can be found through reference to the following landscape character assessments:

- [Craven Landscape Appraisal \(2002\)](#);
- [Natural England Character Areas](#);
- [North Yorkshire and York Landscape Characterisation Project \(2011\)](#) (or successor documents).

Policy ENV3, criterion (a) - Understanding, and responding to, the environmental context

- 2.1.3 Criterion (a) of Policy ENV3 states: *“Development should respond to the context and proposals should be based on a proper understanding and appreciation of environmental features, including both natural and built elements such as landscape, topography, vegetation, open space, microclimate, tranquillity, light and darkness”*. Paragraphs 2.1.1 and 2.1.2 above refer to important documents which will allow the designer to understand the environmental context for a development proposal in Craven. Policies ENV1: Countryside and Landscape, and ENV2: Heritage of the [Craven Local Plan](#) and their supporting text indicate how proposals should respond to these important environmental contexts.
- 2.1.4 Landscaping should form an integral part of any proposal. It can create a high quality setting, help integrate new development into its surroundings, and assist the promotion of biodiversity through the use of native species. Good landscape design can enhance the natural environment and is fundamental to its character and sense of place. Usable and attractive green spaces with native vegetation are proven to have benefits for mental and physical health, especially in urban areas. Therefore, all proposals should demonstrate high quality, properly funded landscape design from the outset and not as an afterthought or ‘add on’. To comply with paragraph 126 of the [NPPE](#), the Council encourages effective engagement between applicants, the Council, communities, and Statutory Bodies as appropriate, in order to identify landscaping expectations from an early stage.
- 2.1.5 Natural landscaping can also have a positive impact in terms of microclimate. This is a local set of atmospheric conditions that differ from those in the surrounding region. In urban areas, where brick, concrete and asphalt absorb the sun’s energy, heat up, and then re-radiate that heat to the ambient air, the resulting urban heat island is a type of artificial, undesirable microclimate. This phenomenon can occur even in smaller urban settlements where there is a high density of artificial surfaces, with little relief provided by natural vegetation. Particularly for built up areas such as Skipton, well planned natural landscaping and vegetation both within and surrounding a new development can contribute to a better functioning urban system.

- 2.1.6 The proposed development should be as harmonious as possible in terms of both noise emissions and visual properties. Tranquillity, the state of being tranquil or calm with minimum noise intrusion, can be sought in built environment terms by incorporating traditional design features that keep occupants better connected with natural elements such as native vegetation. The building design itself and its planned functions must also ensure they minimise any out-going excessive noise.
- 2.1.7 Considered and careful building design can also heavily influence light and darkness properties, both internally and externally. Providing the correct amount of light is a key challenge, as too much brightness can lead to light pollution. Even poorly designed buildings at relatively low densities can contribute to this unnecessary and often harmful effect. Moreover, light pollution also represents wasted energy, which is contrary to good design and the objectives of the [Council's CESP](#).

Policy ENV3, criterion (b) - Respecting the form of the built environment

- 2.1.8 Criterion (b) of Policy ENV3 states: *“Designs should respect the form of existing and surrounding buildings including density, scale, height, massing and use of high quality materials which should be locally sourced wherever possible”* (see glossary at Appendix B for explanation of ‘wherever possible’ in this case).
- 2.1.9 Buildings, structures and surfaces within the built environment should complement each other well. All new elements should consider the scale and materiality within their immediate context, as well as the setting’s overall character. By using common or contrasting materials, where appropriate, it is possible to create harmony with existing buildings and the street scene whether this is part of a contemporary or more traditional design. Traditional designs need not always be replicated in conservation areas or with extensions to listed buildings, as long as the historic significance of these heritage assets is conserved and, wherever possible, enhanced by the design solution.
- 2.1.10 Locally sourced materials are ideal in terms of reinforcing the local vernacular and reducing the carbon footprint of transported building products. Gritstone, for example, is a common vernacular walling material in Craven and continues to be produced by quarries in the Pennine region. Hence, it should generally be possible for developers to acquire high quality locally sourced materials for their developments. The Council recognises however, that it may not always be feasible to source appropriate high-quality materials locally. If an applicant considers that it is not possible for appropriate high-quality materials to be sourced locally, this should be justified in their Design and Access Statement (see Part Three of the SPD).
- 2.1.11 Craven has an established and distinct character when it comes to building heights. Therefore, developments in Craven are encouraged to take into

consideration the scale and massing of their immediate surroundings. Proposed developments should also consider how the immediate space around them may be occupied or developed in future and thus accommodate any potential further development.

2.1.12 Craven has a very distinct material palette which defines its character. Stone buildings featuring gritstone and sandstone are regularly found in the district. Development proposals are therefore encouraged to consider the material palette to create well designed and innovative buildings that work well within their context. Figures 1-3, and Appendix D, provide details of materials and palette in the Craven context.

2.1.13 It is important for applicants to fully understand site constraints associated with utility assets as soon as possible when planning the application, ideally before any land transaction is negotiated. This is so the implications of utility assets on the design of development can be fully understood. For example, where the assets of United Utilities exist on a site, United Utilities ask site promoters to contact them to understand any potential implications.

Policy ENV3, criterion (c) - Legibility and a sense of place

2.1.14 Criterion (c) of Policy ENV3 states: *“Development should be legible and create a sense of place by maintaining, enhancing and creating good townscapes with beneficial elements like views, vistas, enclosures, focal points, public art, backcloths and landmarks”* (see glossary in Appendix B for the definition of legibility). Townscape refers to the character and appearance of land, and encompasses all of the spaces outside buildings, from narrow urban walkways to private gardens. To sustain this urban character and ensure that new development both integrates with and enhances its surroundings, it is essential that the design of the surrounding spaces is given equal consideration to the design of the buildings themselves.

Policy ENV3, criterion (d) - Enhancing local distinctiveness

2.1.15 Policy ENV3, criterion (d) states: *“Development should seek to enhance local distinctiveness through maintaining good aspects of the local environment, improving poorer aspects and adding new aspects that benefit the local environment”* (see glossary in Appendix B for the definition of local distinctiveness). Local distinctiveness is the essence of what makes a place special to the community, and is the combination and sum of landscape, buildings, archaeology, history, traditions, buildings, crafts and local wildlife. A good understanding of them can help achieve a good quality of design. Government guidance contained in the [NPPG](#) should be borne in mind with regards to local character and distinctiveness, in particular paragraph 007 (Reference ID: 26-007-20140306), which states that development *“should seek to promote character in townscape and landscape by responding to and*

reinforcing locally distinctive patterns of development, local human-made and natural heritage and culture, while not preventing or discouraging appropriate innovative design.” The guidance emphasises that successful development integration is an important design objective, irrespective of whether a site lies at the heart of a town centre, on a settlement’s fringe, or in the countryside.

2.1.16 In maintaining good aspects of the local environment, the site’s landform should be taken into account. The consideration of existing natural features and local heritage resources can help give shape to a development and integrate it into the wider area, reinforce and sustain local distinctiveness, reduce its impact on nature, and contribute to a sense of place.

2.1.17 A key set of the Design Council’s Building for Life criteria focuses on the theme of local distinctiveness. The [Building for Healthy Life assessment tool](#) has updated Building for Life 12.

Within the section relating to ‘character’ the document asks key questions including ‘Does the scheme create a place with a locally inspired or otherwise distinctive character?’, together with recommendations of how to answer this question and what should be avoided. For character, the following questions can be asked to better inform the design:

- Is the design specific and appropriate to the proposed development?
- Does the scheme positively exploit existing buildings, landscape or topography?
- For larger proposals, do the buildings and layout have good connectivity?

The Council encourages applicants to use this document as a guide to show how a proposal meets the requirements of ENV3, criterion (d) (see full policy text in Appendix A of this SPD).

2.1.18 Those aspects of character which are not valued, or examples which undermine the distinct character of an area, should not be allowed to unduly influence new designs. All development sites represent an opportunity to improve on or consolidate the character and identity of a place through either innovative or traditional design solutions, provided that they reinforce local character and distinctiveness. Where existing character is poor or identity is weak, the opportunity should be taken through good quality new design to initiate positive change in the area.

2.1.19 In seeking to enhance local distinctiveness, an area’s heritage value is a key element of an area’s overall local character and distinctiveness. In Craven, there are numerous heritage assets, designated and non-designated, including within the plan area, 888 listed buildings, 31 scheduled monuments, 29 conservation areas, and 2 registered parks and gardens. Further information is

available from the [National Heritage List for England](#), and conservation area boundaries are shown in the [Policies Map of the local plan](#)

2.1.20 [Conservation Area Appraisals](#) were prepared in 2008 for Skipton, Settle and Giggleswick. In 2016, sixteen draft [Conservation Area Appraisals](#) were prepared as part of the Craven Conservation Areas Project. The project also appraised and identified potential new conservation areas for Glusburn, High Bentham and Low Bentham. These Conservation Areas Appraisals are included in the evidence base for the adopted local plan and are helpful in considering the likely effect of proposed development on existing and potential conservation areas in Craven.

2.1.21 Figures 1-3 and 9-11 contain evidence of Craven's "materials and palette", which make a significant contribution to the local context and distinctiveness. Figures 1-3, below, cover general elements of the built environment, including:

- Walls, Roofing and Gateposts;
- Windows and Window Reveals;
- Pavements, Surfaces and Street Furniture.

Figures 9-11 are contained in Appendix D and look specifically at the context and distinctiveness of Craven's three main towns of Skipton, Settle and Bentham. Materials and palette make a significant contribution to the local context and distinctiveness of these towns.

2.1.22 Figures 1-3 and Appendix D should help designers to gain the understanding and inspiration they need for new and innovative designs – they may even wish to use the figures as a quick reference pattern book for the local area. New and innovative designs would not include pastiche, which should be avoided, but may include designs that make an appropriate contrast to existing buildings, so long as they employ high quality materials and achieve good design overall.

2.1.23 Allowances for innovative design or strategies that make a material contrast to existing fabric can be made if a strong case-by-case justification is provided and high-quality design and materials are proposed.

MATERIALS & PALETTE

Walls, Roofing and Gateposts



SANDSTONE/GRITSTONE

Rubble, tooled rectangular, dressed and Ashlar
Coursed, uncoursed and random
Ashlar dressings

LIMESTONE

Rubble, dressed and coursed

YOREDALE SANDSTONE SLATES

Stone slates, grey slates
Before c1870

WELSH SLATES

Post c1870

LAKE DISTRICT SLATES

Westmorland slates
Post c1870

FEATURES

Pitched slabs for chimney pots
Slobbered pointing
Quoins (cornerstones)



Stone and drystone boundary walls (enclosures, gardens, roadside)
Stone copings

RENDER

Whitewashed
Painted
Lined (incised)

GATEPOSTS

Sandstone/gritstone
Monoliths, tooled, decorated, moulded tops
Rubble stone
Timber

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.



MATERIALS & PALETTE

Windows and Window Reveals



WINDOWS

Timber casements

Timber sashes, used widely in C19

Painted white, some stained

Vertical emphasis, others horizontal

WINDOW REVEALS

Sandstone/gritstone

Monoliths, cut, tooled, Ashlar

Mullions and transoms

Quoins,
lintels
and sills

Surrounds

REPLACEMENT WINDOWS

Generally detract
uPVC, stained timber, metal
Not common everywhere - e.g.
Thornton-in-Craven.

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

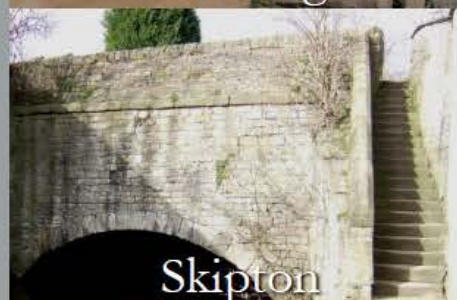


MATERIALS & PALETTE

Pavements, Surfaces and Street Furniture



Cowling



Skipton



Ingleton



Giggleswick



Kildwick Grange



Ingleton

PAVEMENTS

Asphalt, tarmac
Sandstone flags
Setts
Cobbles
Concrete, concrete paviors
No pavements

Stone steps

KERBS

Granite
Sandstone/gritstone
Concrete

SURFACES

Asphalt, tarmac
Cobbles
Sandstone flags
Sandstone/gritstone setts

STREET FURNITURE

Signage: standard modern, traditional, finger-posts

Benches: wooden, iron

Columns: galvanized steel, 1950s/60s concrete hexagonal, cast iron

Luminaires: simple, lantern-style, vertical shielded, cast iron, mounted on walls, columns, telegraph poles

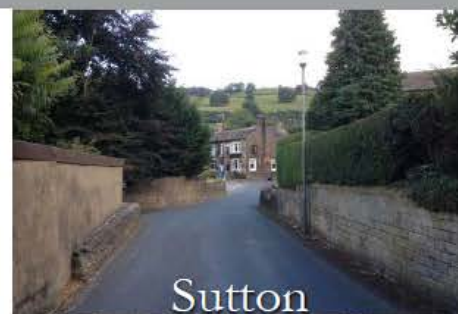
Bollards: modern (detract), painted harbour-style

Ironwork: overthrows, gates, railings, manhole covers, tree guards, vent panels, boot scrapers, coal chutes

Other: planters (detract), knee stiles, posts, stone monoliths, troughs, external stairs, hoists, gantries, remnant walls, 'clapper bridges' (e.g. Giggleswick)

New 'heritage-style': public seating; street signage; green and gold replica finger-posts and information panels; lanterns on black columns

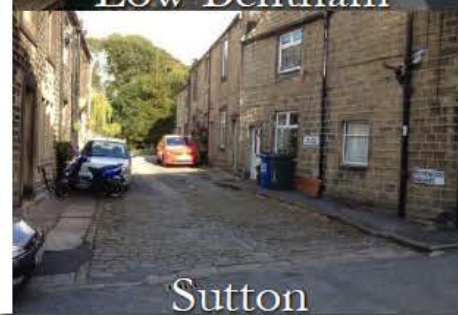
The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.



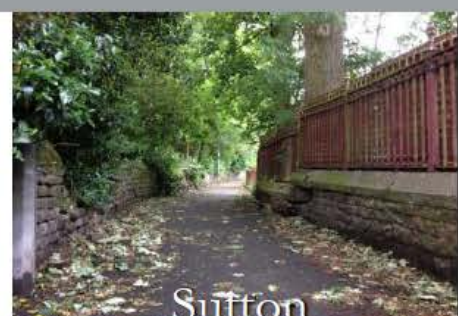
Sutton



Low Bentham



Sutton



Sutton



Skipton



Giggleswick

Policy ENV3, criterion (e) & (f) - Ensuring good standards of amenity

2.1.24 Policy ENV3, criterion (e) states that: *“Development should protect the amenity of existing residents and business occupiers as well as create acceptable amenity conditions for future occupiers.”* Criterion (f) states: *“Development proposals should be able to demonstrate that they will secure a good standard of amenity for all existing and future occupants of land and buildings.”* Residential amenity means the benefit enjoyed from external space around the private home, rather than public open space within a development. The benefit enjoyed depends on the quality of space, and this quality relates to a number of factors, including location, size, orientation, sounds, noise, smell, accessibility and enclosure. Private amenity space facilitates household and leisure activities, such as drying clothes, enjoying fresh air, gardening and other hobbies. Provision for amenity space should be made to serve existing and future occupiers.

2.1.25 The principles of good design, specifically in respect of ensuring good standards of amenity, set out in policy ENV3 apply to all types of development (see full policy text in Appendix A of this SPD). For example, the principles of good design should apply equally to both affordable and market housing. Section 2.11.0 of the adopted [Affordable Housing SPD](#) provides further guidance on this and other relevant local plan policies. Space standards for residential development are set out in, [‘Technical housing standards – nationally described space standard’ \(2015\)](#). These nationally described space standards promoted by the Council are set out in Table 1 below and provide detail on different house types and include areas for storage. Therefore, where relevant, applicants are strongly encouraged to consider providing these standards in schemes in the interests of delivering sustainable development, high quality design and satisfactory amenity, as required by policies ENV3 criteria (e) and (f) and policy SD1.

Table 1: Minimum gross internal floor areas and storage (sq. m.):

Numbers of bedrooms (beds)	Numbers of bedspaces (persons)	1-storey dwellings	2-storey dwellings	3-storey dwellings	Built in storage
1b	2p	50	58	n/a	1.5
2b	4p	70	79	n/a	2
3b	5p	86	93	99	2.5
	6p	95	102	108	2.5
4b	5p	90	97	103	3
	6p	99	106	112	3

	7p	108	115	121	3
	8p	117	124	130	3

2.1.26 For business occupiers, modern-day business parks can have an array of suitable amenities. Examples include event spaces, cafes and gyms. For those parks with some wider areas of green space, there are possibilities for sporting facilities. Creating a sense of community and collaboration has become essential in business settings.

2.1.27 Paragraph 187 of the [NPPF](#) requires that new development is integrated effectively with existing businesses and community facilities. Where the operation of an existing business or community facility could have a significant adverse effect on new development in its vicinity, the applicant should be required to provide suitable mitigation before the development has been completed. In terms of potential odour impacts, the applicant is directed to the [Guidance on the Assessment of Odour for Planning](#) which is produced by the Institute of Air Quality Management. This document provides guidance on the approach to odour in the planning system.

2.1.28 Wastewater treatment works are key infrastructure which may need to expand in the future. Utility companies therefore advise applicants to take account of this by maintaining space around wastewater treatment works in their development proposals. Applicants are also advised that it may be more appropriate to avoid development being located close to a wastewater treatment works, in line with the 'agent of change' principle set out at paragraph 187 of the NPPF.

2.2.0 Infrastructure

Policy ENV3, criterion (g) – External Storage Space

2.2.1 Policy ENV3, criterion (g) states: *“Designs should anticipate the need for external storage space within new developments, including space for the storage and collection of non-recyclable and recyclable waste”*. Sustainable waste management infrastructure is an important part of building design, and part of providing a safe and attractive environment. The Council is committed to minimising waste, maximising the reuse of materials and achieving the national targets set out for the recycling and composting of household waste.

2.2.2 The storage of household waste relates to storage that is external to each property, i.e. external bin storage areas where waste can be collected. Most new dwellings in the Craven local plan area are issued with a 240-litre green bin for general household waste, a 240-litre blue bin for dry recyclables, and a brown wheelie bin for garden waste (available for a fee) that are stored within their curtilage. Households of two or fewer residents are offered the option of a

140-litre bin, and households with six or more residents are offered the option of an additional 240-litre bin.

- 2.2.3 The bins described above should be accommodated within the boundary of each property, with designated storage areas which are sensitively located and designed. Refuse facilities should be sited so that their prominence from the public realm is minimised. Bin storage areas should be in a position that makes it convenient for the householder to present them for collection by refuse vehicles to the front boundary (curtilage) of their property or agreed presentation point on collection day, and then return them to the storage area following collection. New developments and their access roads should be designed to accommodate vehicles used for emptying bins.
- 2.2.4 The size of waste containers or bins is dependent primarily on the property's resident size. With apartments, where large, shared waste bins are allocated, bin storage areas should be provided to accommodate industrial sized bins for both recyclable and non-recyclable waste. Where appropriate, an internal access door from the development's residential part should be provided to allow internal access to the storage area. A lobby should connect this door to the residential area, so as to prevent nuisance odours entering the residence. The distance that residents are required to travel to waste storage areas from their apartments should not exceed 30 metres, in line with the Building (Amendment) Regulations 2001, Part H6.
- 2.2.5 In terms of commercial development, the volume of waste generated and thus the number and type of containers is ultimately dependent on the occupants' activity. The volume of waste containers provided should be maximised in order to reduce the number of collections and therefore collection vehicle traffic. On site, waste compaction is an option for commercial developments, but this approach must not discourage occupants from segregating their waste to recycling. Developers should be aware of both the requirements of the Animal By-products Regulations 2003 and the Hazardous Waste (England and Wales), Regulations 2005.

Policy ENV3, criterion (h) – Accommodation of Necessary Services & Infrastructure

- 2.2.6 Policy ENV3, criterion (h) states: *“Necessary services and infrastructure should be able to be accommodated without causing harm to retained features or result in visual clutter”*. Lighting, traffic signal heads and street furniture are examples of necessary infrastructure. Street furniture serves many purposes that relate to both place and function, and includes a variety of commonly found items within a street such as public art, lighting, bollards, guardrails, signage, seating and cycle parking. In general, the provision of street furniture must be considered as part of the overall design of street. In this regard:

- The placement of street furniture should be considered as part of a wider strategy, such as part of an integrated landscape plan or series of street typologies;
- Street furniture should be placed within a designated zone, such as a verge;
- The items used should be chosen from a limited palette that promotes visual cohesion, while contrasting with the background to assist the visually impaired;
- The number of items used should be balanced with other facilities (e.g. line marking) to reduce clutter;
- Existing items of historic value which promote local character should be clearly identified.

2.2.7 To reduce street clutter, designers can consider combining lighting with other installations. Traffic signal heads, small signs, bus stop signs etc. can be mounted on lighting columns with a degree of co-ordination between relevant authorities and service providers. Ancillary lighting equipment, such as electrical supply pillars, can be located to minimise their impact on the streetscape, while not creating an obstruction or hazard to pedestrians. Metering cabinets in particular, which may be up to 1.5 metres high, should be located against walls, as unobtrusively as possible, while bearing in mind that they must be accessible for maintenance and meter reading.

2.2.8 Lighting installations should be generally located within a verge and/or within build-outs that separate bays of on-street parking. Wall-mounted lighting is also an option, but where this is not possible and where no verge is available, lighting should be located at the back of footways, to minimise any disruption to pedestrian movement provided:

- They are positioned, where possible to coincide with property party lines to avoid obstructing entrances or windows;
- They are not located in close proximity to properties where they may compromise security.

2.3.0 Ensuring development is internally and externally accessible

Policy ENV3, criterion (i) – Accessible Buildings and Spaces

2.3.1 Policy ENV3, criterion (i) states: *“Reasonable provision should be made to ensure that buildings and spaces are accessible and usable and that individuals, regardless of their age, gender or disability are able to gain access to buildings and to gain access within buildings and use their facilities, both as visitors and as people who live and work in them”* (see glossary at Appendix B for definition of ‘reasonable provision’). People of all abilities should be able to use buildings and outdoor spaces comfortably and safely, without special assistance if possible. This is because good accessibility reduces

discrimination and promotes equality. Level entry (step-free entrances) facilitates not just wheelchair users but also people with buggies, people with suitcases or shopping trolleys, people using walking or mobility aids, and people with visual difficulties. There may be occasions when level entry is not fully feasible, but there are design solutions that can be reviewed to enable ease of access as far as practicable.

2.3.2 There are specific Building Regulations relating to accessibility, namely [Approved Document M](#): access to and use of buildings (2015). Volume 1 refers to dwellings and Volume 2 examines buildings other than dwellings, with amendments to both in 2016. These documents will give the applicant prioritised advice about accessibility issues and practical advice on how to solve them. The wording of ENV3 criterion (i) is based on that used in Part M of the Building Regulations, and was incorporated into the policy in consultation with the Building Control team of the Council. Compliance with the relevant Building Regulations will hence go a long way in satisfying criterion (i). This criterion refers to buildings and spaces, so its requirements can apply to parts of a development not covered by Building Regulations, such as green space and public realm.

2.3.3 This criterion enables the applicant to identify opportunities where provision could easily exceed the Building Regulations' minimum requirements - whilst remaining reasonable, to conform to the criterion's wording. In order for provision to remain reasonable, any planning policy needs in excess of Building Regulations are aimed to be appropriate and fair in the circumstances. Applicants for planning permission should include in their Design and Access Statements how the proposals will satisfy this part of the policy (see Part Three of this SPD). Statements may refer to Part M of the Building Regulations, but their scope should not be limited to Part M for the reasons set out above.

2.3.4 There are numerous elements to be considered in order to successfully design and maintain for good accessibility, both into, and within, buildings. This is particularly the case with proposed buildings facilitating the public. Proposed residential dwellings may need some of these elements, depending on the requirements of the user(s). Applicants proposing the design and construction of public buildings need to consider the following key elements:

(i) Ramps and Steps: if any public service areas have slopes that are steeper than 1:20, both steps and ramps must be available and correctly designed;

(ii) Lifts: accessible lifts should be provided in all new public buildings that have more than one floor;

(iii) Signs: public buildings should have easily viewed signs to let customers and users understand where and how they need to move within the building;

(iv) Toilets: where toilets are provided, customers with disabilities should be able to use them, and best practice guidance in design should be followed, including a regularly tested alarm system;

(v) Lighting: the light in public buildings should be distributed evenly, with no large variations in lighting levels, and the light should not be too bright or too dark;

(vi) Surface finishing: avoid glossy, shiny and polished surface finishes and keep reflections, shadows, and glare to a minimum;

(vii) Visual contrast: use differences in colour and colour intensity to create visual contrast, which will help customers and users with vision impairments.

2.3.5 In terms of housing, both market and affordable, there are a number of elements related to assisting those with disabilities and reduced movement which a developer can reasonably provide, with the following being such relevant examples:

- The interior spaces are adapted for a wheelchair, to allow comfortable manoeuvring;
- Wall-mounted switches, sockets, and other controls accessible to those with reduced reach;
- A wet room-style shower room with easy to access handles;
- The interior is bright and appropriately decorated;
- Step-free access at the entrance and inside the dwelling.

2.3.6 Paragraphs M4(2) and M4(3) of [Part M of the Building Regulations](#) provide design specifications for accessible and adaptable dwellings and for wheelchair users, which are optional requirements. Specifically, for affordable housing, criterion (f) of [Policy H2](#) provides that the size, type and tenure of affordable units in development proposals will be expected to reflect the most up to date evidence of affordable housing needs. Criterion (i) of Policy ENV3 requires reasonable provision to be made to ensure that buildings and spaces are accessible and useable to all individuals including those with disabilities. Therefore, where local evidence identifies an affordable housing need for a disabled person/household in a local area, the Council will apply policies H2(f) and ENV3(i) in combination to seek reasonable provision to meet that need in new development proposals and accommodation that can also be adaptable for future needs. The Council's [Affordable Housing SPD](#) (section 2.11.0) provides further guidance on provision of affordable housing for disabled people.

Policy ENV3, criterion (j) – Permeable Developments

- 2.3.7 Policy ENV3, criterion (j) states: *“Development should be permeable and should make getting around easier – especially for pedestrians, cyclists and people with disabilities – by improving existing routes, adding new ones and creating connections to enhance the local network”*. As explained in the supporting text to policy ENV3, permeable developments have ways through them, which allow people to walk and move freely in an enjoyable and easy way. Permeability is generally considered a positive attribute of an urban design, as it permits ease of movement and avoids severing neighbourhoods.
- 2.3.8 Creation of a permeable network is a multi-layered process. For proposed developments, the process should begin with a site analysis that identifies any constraints to the development of a particular network (such as environmentally sensitive areas, topography, existing structures etc.). The process then should move into a design phase, which should outline points of access, the major destinations (such as centres and nodes), and the main strategic connections between destinations. This process will identify the basic framework for the application of a more detailed street hierarchy.
- 2.3.9 The overall aim of policy ENV3 is to achieve good design that will help ensure that growth in Craven results in positive change, which benefits the local community, environment and quality of life, including health and well-being. Criterion (j) specifically requires development to be permeable, by improving existing routes, by adding new ones and creating connections to enhance the local network. In meeting these policy requirements, the Council encourages applicants to consider [Sport England and Public Health England’s Active Design Guidance](#). This guide features an innovative set of guidelines to get more people moving through suitable designs and layouts. The Active Design Principles are aimed at contributing towards the Government’s desire for the planning system to promote healthy communities through good urban design. This guidance puts forward objectives of improving accessibility within homes, and contains principles of active design that promotes accessibility. Appendix E shows a diagram of these principles.
- 2.3.10 Figure 4 below illustrates how development can and should be permeable and facilitate easier movement for pedestrians, cyclists and people with disabilities.

PRINCIPLES in PICTURES

Development should be permeable
and make getting around easier



Policy ENV3, criterion (k) – Access Roads

2.3.11 Policy ENV3, criterion (k) states: *“Access roads should be designed as streets – they should form part of the public realm, be people-friendly, safe and active, allow natural surveillance and help to create a network of easy-to-use routes”*.

Through sensitive and appropriate site design, designers can enhance the value of place whilst calming traffic and improving pedestrian and cyclist comfort, particularly on larger schemes in Craven. To achieve this outcome, designers need to consider the multi-functional role of the street and apply a package of ‘self-regulating’ design measures.

2.3.12 New street networks should:

- Be based on layouts where all streets lead to other streets, limiting the use of cul-de-sacs that provide no through access (unless regularly utilised routes cannot be provided – see paragraph 2.5.1 which provides further guidance on the use of cul-de-sacs);
- Maximise the number of walkable and cyclable routes between destinations.

2.3.13 Appropriate design of places and spaces can be used to manage both vehicle and pedestrian movement effectively. Such environments are referred to as being self-regulating. Enclosing access roads with buildings helps to define them as urban places, creates a greater sense of intimacy and promotes them as pedestrian friendly spaces that are overlooked. This can have a traffic-calming effect as drivers become more aware of their surroundings. The relationship between building height and street width is important to creating these spaces. Building height may also be used at junctions to create a ‘book end’ effect. This approach will assist in slowing vehicles as they approach junctions and will improve legibility by highlighting connecting routes throughout the network.

2.3.14 Figure 5 below illustrates how access roads can and should be designed as streets, featuring characteristics such as natural surveillance and being people-friendly, rather than focused on private motor vehicles.

PRINCIPLES in PICTURES

Access roads should be designed as streets



Part of
the public realm
People-friendly
Safe and active
Natural surveillance
A network of easy-
to-use routes



Policy ENV3, criterion (l) – Storage for Sustainable Modes of Travel

2.3.15 Policy ENV3, criterion (l) states: *“Schemes should seek to incorporate secure storage for bicycles to encourage sustainable modes of travel”*. Criterion (l) requires cycling is fully integrated into the design and operation of all new development schemes. Proposed developments should be comprehensively equipped with high quality bicycle parking and storage. The increased use of bicycle storage cages is strongly encouraged, as it is a most convenient and secure method to prevent bicycles been stolen or damaged.

2.3.16 It is good practice that cycle storage facilities are provided in a dedicated facility of permanent construction, preferably within the building footprint or, where not feasible, within an adjacent or adjoining purpose built structure of permanent construction. Bicycle cages provide a parking and storage solution for bicycles. It is good practice that cycle storage facilities are designed so that they are directly accessible from the public road or from a shared private area. Good design here avoids unnecessarily long access routes with poor passive security or cycling along slopes that can become hazardous in winter weather.

2.4.0 Art and Culture

Policy ENV3, criterion (m) – Public Spaces

2.4.1 Policy ENV3, criterion (m) states: *“Development should promote socialising, recreation, art, health and well-being, by maintaining and improving existing public spaces and by creating new public spaces, such as parks, squares and other areas of public realm”* (see glossary at Appendix B for definition of ‘public realm’). Public spaces/realm play a vital role in the social life of communities. It adds to the look, feel and enjoyment of places. The success of a particular public space is not solely in the hands of the architect or urban planning consultant. It relies also on people adopting, using and managing the space. Within paragraph 5.27 of the supporting text of Policy ENV3, it is stated: *“Community participation in design – such as in the design of neighbourhood open space – can help to ensure that designs work well for end-users.”* The community may wish to identify important characteristics of their local environment to be incorporated into a development scheme, for example through public realm improvements and art installations.

Policy ENV3, criterion (n) – Public Art

2.4.2 Policy ENV3, criterion (n) states: *“The provision of public art will be encouraged from the outset for all major development schemes”*. Public art can make a substantial contribution to the appearance of urban areas and the public realm. It can contribute to the creation of a sense of place, and transform a previously anonymous space into a unique and memorable one. It has a major part to play in making public areas more attractive, legible and interesting and can take

many forms. Public art can be integrated into a new development or into existing built fabric.

- 2.4.3 Public art is no longer restricted to the traditional forms of monuments, sculptures or fountains and can take form in anything within the public realm, including lighting, street furniture, signage, floor works, new media, music and even a section or the whole elevation of a building. Public art pieces can come in many different forms, each of which represents social, cultural or universal values. They may also draw on heritage, highlighting the most important aspects of a locality, region or nation. Because public art is both unique and visually distinctive, it can take on a symbolic role in establishing and understanding an urban or rural area's identity and legibility, especially when it is designed and created in ways that are consistent with its surrounding area and site. Further guidance relating to public spaces can be found in the [National Design Guide](#).

2.5.0 Designing Out Crime

Policy ENV3, criterion (o) – Safe Living Environments

- 2.5.1 Paragraph 5.31 of the supporting text to Policy ENV3 emphasises that people's well-being and quality of life can be greatly affected by crime, the fear of crime and road safety. Accordingly, this policy's criterion (o) states: *"The design of all new developments will be required to promote safe living environments, reduce opportunities for crime and the fear of crime, disorder and anti-social behaviour."* The layout and structure of a place – how the buildings, spaces, uses and activities relate to one another – affects its safety and sustainability. Crime prevention should be planned into developments from the outset.

The following bullet points provide practical ways in which new development can promote safe living environments and reduce opportunities for crime and the fear of crime:

- Incorporate active frontages: The types of building and their layout have major impacts on safety and sustainability. A safe urban environment provides 'active frontages' of overlooked streets and creates regular movement that focuses people and vehicles on to a small number of principal routes, rather than under-used and segregated streets and footpaths;
- Defensible spaces: Defensible space is described as something which is clearly defined, clearly owned, and has good natural surveillance and separates public from private areas and also separates one private area from another. Defensible space (an area is safer when people feel a sense of ownership and responsibility for that piece of a community), can be provided by private or communal gardens that can only be accessed from the surrounding buildings. Buildings surrounding such spaces also reduce

the opportunities for graffiti on blank facades, such as gable ends. Homes in cul-de-sacs can be highly secure if the cul-de-sacs are short and straight to allow visibility from one end to the other. The publication, *Secured By Design: Homes 2019*, provides design guidance specifically relating to cul-de-sacs, and states that the benefit of a cul-de-sac can be compromised if one or more of the following undesirable features exists:

- Backing onto open land, railway lines, canal towpaths etc.;
- Are very long;
- Linked to one another by footpaths (leaky cul-de-sacs);
- Poorly lit;
- Natural surveillance: Ways to promote natural surveillance include low landscaping, street lights, street designs that encourage pedestrian use, and removing hiding and lurking places. Included in good street design are features that maximise visibility of people, parking areas and building entrances: doors and windows that look out on to streets and parking areas, barriers that maintain a line of sight (through, over or around), pedestrian-friendly pavements and streets, and front porches;
- Minimise opportunities for conflict: Places should be structured to minimise opportunities for conflict, especially when designing for mixed use development. The siting and design of potential places where people congregate and linger, and local areas where anti-social behaviour is concentrated, require special attention so as not to introduce this behaviour elsewhere. Out of scale facilities, such as supermarkets or leisure facilities that are intended for the wider, rather than local, community should be sited with care. Poorly sited street furniture (including street equipment owned by utility companies), can increase the opportunity of criminal and anti-social behaviour, such as vandalism, being a climbing aid or impeding vision;
- Avoid unnecessary and ambiguous space: In new developments, unnecessary and ambiguous space should not be provided. The aim is well-defined and purposeful open space, and the quality and quantity of space should be seen as equally important. The restoration of historic elements of the built environment and run-down buildings can be an important element of crime prevention. Buildings and spaces that are derelict, run-down, or uncared for, can convey the impression that crime and anti-social behaviour is tolerated, or more likely to go undetected, than in places that are well maintained.

2.5.2 Figure 6 illustrates how living environments can be designed to reduce the risk of crime and promote safety, with design features such as active frontages and defensible spaces.

PRINCIPLES in PICTURES

Designing out crime and promoting
safe living environments



Reduce crime,
fear, disorder and
anti-social behaviour

Active frontages

Defensible spaces

Natural surveillance

Avoid unnecessary and
ambiguous space

Minimise conflict



2.6.0 Shop Fronts/Advertisements

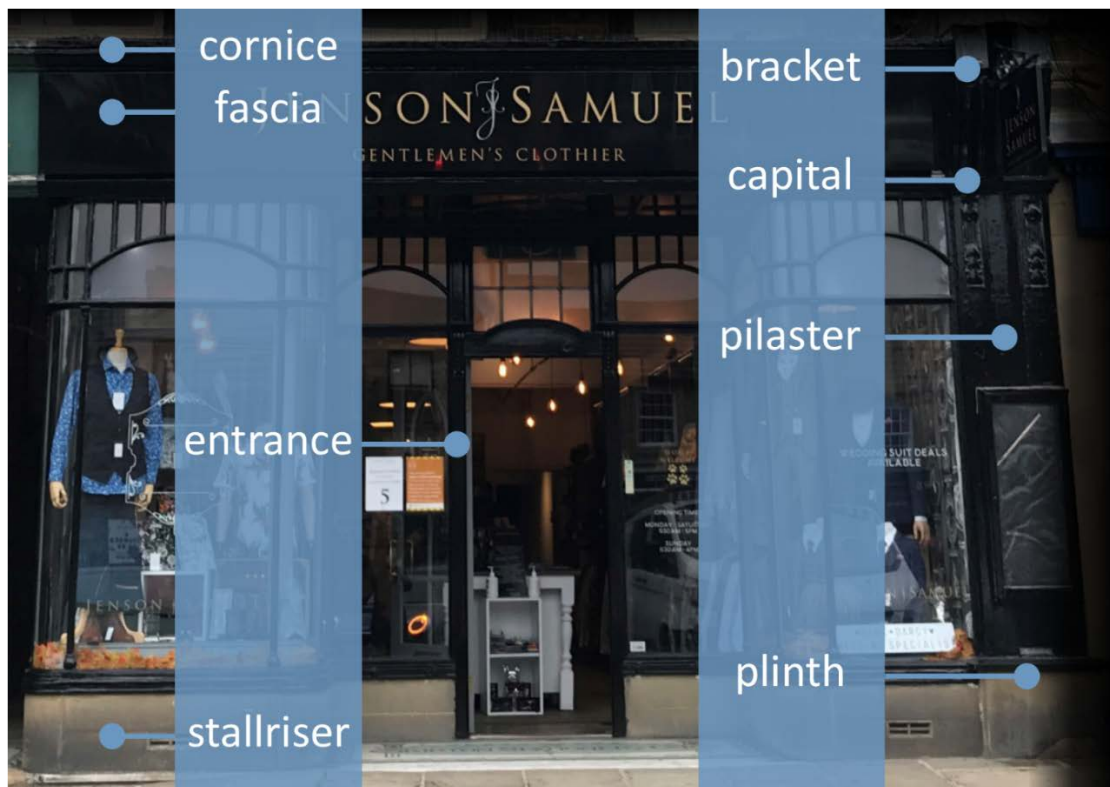
Policy ENV3, criterion (p) – Traditional Shop Fronts

- 2.6.1 The term ‘shop front’ is intended to cover all retail and shop-like facades in towns and villages, including cafes and other premises, as appropriate. Policy ENV3, criterion (p) states: *“Traditional shop fronts which make a valuable contribution to the distinctive character of their local area should be, wherever practicable, refurbished and retained in development proposals”* (see glossary at Appendix B for definition of ‘wherever practicable’). Good shop front design and attractively designed retail spaces are more likely to draw more customers in and contribute positively to the streetscape.
- 2.6.2 Shop fronts make a valuable contribution to the character of towns and villages in Craven, and contribute to the local context, distinctiveness and public realm. Therefore, criterion (p) requires traditional shop fronts which make a valuable contribution to the character of the local area to be refurbished and retained, where practical. However, where this is not practical, for example where a traditional shop front has significantly deteriorated and is beyond refurbishing, a replacement with a replica shop front or an entirely new shop front of good design would be an acceptable solution. If an applicant for planning permission considers that it is not practicable to refurbish and retain a traditional shop front, this should be justified in their Design and Access Statement (see Part Three of this SPD). Any proposal for a replacement shop front would need to comply with criterion (q) of policy ENV3 (see below).

Policy ENV3, criterion (q) – New/Alterations to Shop Fronts

- 2.6.3 Policy ENV3, criterion (q) states: *“New/alterations to shop fronts will only be permitted if the design is consistent with the character and scale of the existing building, if it is of high quality and uses materials that are deemed acceptable to the area. The shop fascia must be designed in scale, in its depth and width, with the façade and the street scene of which it forms part”*. Many shopfront components can help to create a structure’s strong visual basis, and typical components are shown in Figure 7 below. Different treatment of these elements and materials offer significant opportunities for a variety of shopfront designs whether traditional or contemporary. It is important to create a good visual framework for the shopfront, and all elements can be treated as one coherent unit. Within the framework, variations of design and arrangement of doors, glazing, colours and materials can occur. It is good practice to design shop front fasciae and their proportions based on the existing streetscape character and the proportions on the building they sit within.

Figure 7: Diagram of key components of a shopfront



- 2.6.4 When designing new shopfronts, care must be taken not to detract from the overall character of the street, especially in a designated Conservation Area. Some corporate images, which place emphasis on standardised shop front design, corporate colours and materials, may necessitate a degree of sensitive adjustment or modification, in order to be appropriate in a particular context.
- 2.6.5 Whether development of shop fronts covered by criteria (p) or (q) are proposed, they should be accessible and usable to all, as required by criteria (i) of policy ENV3 (see full policy text at Appendix A of this SPD). For example, a traditional shop front may include a step, narrow door, or other feature that denies access to some people (e.g. wheelchair users), and retention of the shop front may be regarded as impracticable on grounds that it would fail to promote equality and accessibility. In such circumstances, sympathetic partial alteration of the shop front might be an acceptable way of providing access for all whilst allowing unaltered parts of be refurbished and retained. If an applicant for planning permission considers that it is not practicable to refurbish and retain a traditional shop front, this should be justified in their Design and Access Statement (see Part Three of this SPD).
- 2.6.6 Figure 8, below, illustrates how good shopfront design contributes to a locality's character, distinctiveness and public realm, through a variety of design features and elements. It provides examples of how design can be consistent with the

character and scale of the existing building, is of high quality and uses acceptable materials, and is in scale with street scene and façade.

Policy ENV3 Criterion r) – Advertisements

- 2.6.7 Policy ENV3, criterion (r) states: *“Proposals for advertisements will be assessed having regard to issues of highway/transport safety and the characteristics of the locality, including features of scenic, historic, architectural, cultural or other special interest”*. Paragraph 136 of the [NPPF](#) states that the quality and character of places can suffer when advertisements are poorly sited and designed, and that advertisements should be subject to control only in the interests of amenity and public safety, taking account of cumulative impacts. There is a separate consent process within the planning system that controls the display of advertisements, which should be operated in a way which is simple, efficient and effective.
- 2.6.8 Advertisements are generally a semi-permanent feature in built landscapes. It is good practice that outdoor advertising makes a positive contribution to the visual environment and through good quality design, helps create a lively atmosphere of colour, variety and interest which is essential to the prosperity of an area. It is suggested that businesses and other advertisers consider the positive influence and innovation that artists can bring to the design of signs and advertisements. Applicants should carefully consider advertisements and signs of a new building or shopfront and integrate them early. Signs should be of an appropriate size for the building on which they are displayed, and must not seek to dominate or visually detract from those buildings.

PRINCIPLES in PICTURES

Good shopfront design contributes to character, distinctiveness and public realm



Retain traditional shopfronts
Shopfront components create a visual framework
A framework for traditional and contemporary design
Design consistent with the host building and street scene
Good advert design adds colour, variety, interest and prosperity



2.7.0 Sustainable Design and Construction

Policy ENV3, criterion (s) – BREEAM Standard for Non-Residential Development

2.7.1 Policy ENV3, criterion (s) states: *“To require non-residential developments of 1,000 or more square metres where feasible to meet at least the BREEAM standard ‘very good’ for non-residential buildings requirement. Non-residential development should seek to achieve BREEAM ‘very good’ or better unless it has been demonstrated through an economic viability assessment that it is not viable to do so”* (see glossary at Appendix B for definition of ‘where feasible’). [BREEAM](http://www.breeam.com) is the world’s leading sustainability assessment method for master-planning projects, infrastructure and buildings. It considers an asset’s environmental, social and economic sustainability performance, using standards developed by BRE (Building Research Establishment). The ‘very good’ standard is one of the BREEAM rating level benchmarks (outstanding, excellent, very good, good, pass and unclassified). How the four elements together combine to produce a BREEAM rating is summarised in the pages of the website www.breeam.com.

Policy ENV3, criterion (t) – Designing in Sustainability

2.7.2 Policy ENV3, criterion (t) states: *“Sustainability should be designed in, so that development takes all reasonable opportunities to reduce energy use, water use and carbon emissions and to minimise waste, ensure future resilience to a changing climate and wherever possible to generate power through solar or other means, in accordance with Building Regulations. This should include residential, industrial and commercial developments.”* (see glossary at Appendix B for a definition of ‘all reasonable opportunities’). Energy conservation through energy efficiency in the building has acquired prime importance with energy reducing techniques in dwelling design and construction becoming more desired by house buyers, both for environmental and financial reasons, i.e. in reducing carbon emissions. Energy efficiency and low carbon production in the built environment can assist greatly in achieving carbon reduction targets, as specified in the Council’s [CESP](#).

2.7.3 The phrase *“wherever possible”* refers to the technical feasibility of generating power through solar or other means. Regulation 25A of the Building Regulations requires that, before work starts, the person undertaking the work must carry out an analysis that considers the use of high-efficiency alternative energy systems in the building’s design. This person must give the local authority notice that this has been undertaken.

2.7.4 The requirements of criterion (t) enable the Council to assess the sustainability of a design at the planning application stage, which typically precedes the Building Regulations stage. For example, they enable the Council to assess whether or not a proposal takes all reasonable opportunities to generate power

through solar or other means before the proposal is assessed under [Building Regulation 25A](#), which requires a developer to consider the use of alternative energy systems like solar panels. Deciding which opportunities are reasonable will require planning judgements to be made regarding what is appropriate and fair in the circumstances. Building Regulation 25A provides useful information and guidance in this respect.

2.7.5 In order to meet the criteria (s) and (t) of Policy ENV3, the Council encourages the following four elements of energy efficiency to be considered in sustainable building design approaches. They are fundamental components in achieving energy efficient homes. Much of this information is taken from the academic paper entitled: [“Renewable energy technologies for sustainable development of energy efficient building” \(2018\)](#), with some content and text modified to suit typical English dwellings and current climate. These main aspects for a building’s energy efficiency include:

- (1.) Zero energy passive **building design**, before actual construction;
- (2.) The use of **low energy building materials** during its construction;
- (3.) Use of **energy efficient equipment** and domestic appliances for low operational energy;
- (4.) Integration of **renewable energy technologies** for various applications.

2.7.6 **Building design:** i.e. consideration of how a building will conserve energy when an architect is designing a building. The most sustainable energy technique is to conserve energy as much as possible. Incorporating passive solar gain in building design is one way to achieve this as buildings with passive solar designs naturally use the sun’s energy for heating, cooling and daylighting. This reduces the need to consume energy from other sources and provides a comfortable environment inside. The principles of passive solar design are compatible with diverse architectural styles and can be renovated within an existing building for net zero energy use. Designers and builders should pay particular attention to the orientation of a building in relation to seasonal variations in the sun’s path as well as prevailing wind patterns in order to minimise heating and cooling needs. The design does not need to be complex, but it should involve knowledge of solar geometry, window technology, and local climate. Virtually any type of architecture can integrate passive solar design. For example, to make the most of the sun for warmth and natural light, a dwelling’s main living areas and glazing should face south. Well-designed homes maximise natural ventilation, avoid overheating, minimise sound pollution and have good air quality, with a good standard and quality of internal space. Specific elements to consider include room size, sunlight, daylight, floor-to-ceiling height, internal and external storage, and ventilation. These provisions reflect the requirements of the [National Design Guide](#).

- 2.7.7 Low energy building materials:** An important objective for the building sector is to produce buildings with minimum environmental impacts and to consider low embodied energy materials that reduce energy in construction. Embodied energy is the energy consumed by all of the processes associated with the building's production, from the acquisition of natural resources to product delivery, including mining, manufacturing of materials and equipment, transport and administrative functions. Presently the embodied energy of building materials contributes anywhere from 15% to 20% of the energy used by a building over a 50-year period. Use of low embodied energy materials, such as stone, timber and concrete can greatly reduce the energy consumption and also minimise the environmental impacts of building construction.
- 2.7.8 Energy efficient equipment:** The third aspect deals with operational energy conservation using energy efficient equipment such as LED lighting. Currently, both space heating and cooling, as well as hot water, are estimated to account for roughly half of global energy consumption in buildings. Energy efficient and low/zero carbon heating and cooling technologies for buildings have the potential to reduce carbon dioxide emissions significantly. Most of these technologies – which include solar thermal, combined heat and power (CHP), heat pumps and thermal energy storage – are commercially available today.
- 2.7.9 Renewable energy technologies:** Renewable energy is derived from natural processes that are continuously replenished, and for building construction, renewable energy technologies include solar power, wind power, hydroelectricity, micro-hydro, biomass and biofuels. Significant amounts of heat and electricity needs of buildings can be effectively covered by using solar thermal collectors and photovoltaic. Other renewable energy sources (RES) such as wind turbines, biomass and hydrogen (produced only from RES) can be also applied, minimizing use of the conventional energy sources. Solar energy systems can be applied in a straightforward way on buildings to cover the heating, cooling, electricity and lighting needs. It is estimated that the saving of energy can be up to 60% when solar energy systems are used for heating and cooling purposes. A heat exchange unit is also a potential option, and larger housing estates can potentially utilise collective ground source units. Battery storage can be utilised to even out demand. An appropriate number of electric vehicle charging points should be made available within both residential and commercial developments.
- 2.7.10** The main method for applicants to demonstrate how criterion (s) and (t) has been met is through the preparation and submission of a [Sustainable Design and Construction Statement \(SDCS\)](#) which is a local validation requirement. Further details relating to when a SDCS is required and their content can be found in Part Three of this SPD, specifically at Section 3.2.0, Table 2 and Appendix C.

2.7.11 Historic England has issued an advice document entitled '[Energy Efficiency & Traditional Homes](#)'. This document considers energy efficiency improvements in traditional homes (largely pre-1919) from the standpoint of the planning system. It outlines a 'whole building' approach that can help in meeting the combined objectives of increasing energy efficiency and sustaining heritage significance, while avoiding unintended consequences.

PART THREE: PREPARING AND SUBMITTING PLANNING APPLICATIONS

3.1.0 Pre-application discussions

3.1.1 The importance of pre-application engagement between developers and the local planning authority and early resolution of policy issues ('front loading') is highlighted in the [NPPF](#) in paragraphs 38 to 46. Applicants are also encouraged to consult with Statutory Consultees as this can assist in the development of design. Also, in light of the Council's [Climate Emergency Strategic Plan](#) (CESP), it is important to reflect one of the actions of the CESP here. This action (CND03) states that the Council will *"work with developers as new sites across Craven are approved to ensure that opportunities for efficiency and carbon reduction are maximised."*

3.1.2 The key aim of Policy ENV3 is that growth in housing, business and other land uses are accompanied by improvements in building and site design. In order to achieve this in proposed developments and to meet the specific requirements of each policy, an applicant should refer to the relevant policies of the adopted [Craven local plan](#) and the further detail provided in Part Two of this SPD and then discuss these matters at the earliest opportunity with the Council's Development Management (DM) team. It is the Council's practice to charge for all such engagement. Both paragraphs 126 and 132 of the NPPF promote that design quality should be considered throughout the evolution and assessment of individual proposals, and early and effective consultation with the local community is important in achieving this objective. Pre-application enquiry forms and charging rates for the Council can be found at:

<https://www.cravendc.gov.uk/planning/information-and-advice/>

Contact details at the time of publication for the Council's Development Management (DM) team are: *planning@cravendc.gov.uk*.

Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests.

3.1.3 There are a range of tools available to guide the design of developments to ensure that the final product is of good quality. Paragraphs 128 and 129 of the NPPF identify design guides and codes as tools to guide design of proposed developments. These tools are of most benefit when applied early in the evolution of schemes to prompt discussions and refine options and can be used to involve relevant stakeholders, including built environment and non-built environment professionals (including architects), decision makers and the local community. Available tools and documents are discussed in Part Two and include (but are not limited to): [National Design Guide](#) & [National Model Design](#)

[Code](#), [Craven conservation area appraisals](#), the [Design Council's 'Building for Life Strategy' \(2020-2024\)](#) design review and assessment frameworks and ['Using Design as a Force for Change' Strategy \(2020 – 2024\)](#), which outlines key priorities for improving health and well-being, enabling sustainable living and increasing design skill. These tools can be used by applicants to help evolve and assess the design aspects of proposals, and for the purposes of community engagement.

- 3.1.4 Local planning authorities are under a legal duty to formulate and publish proposals for the preservation and enhancement of conservation areas. Applicants proposing development within a designated Conservation Area should consult the [conservation advice page of the Council's website](#)

3.2.0 Documents to Support a Planning Application:

- 3.2.1 The information in Table 2 below lists relevant supporting documents, many of which will be necessary and/or helpful, to accompany an application to show how the requirements of policy ENV3 have been met, both in relation to the [Council's validation requirements](#) and other supporting documentation. Table 2 includes the national validation requirement for architectural drawings to accompany any planning application, therefore applicants are strongly encouraged to commission an architect or suitably qualified professional to produce drawings that fully consider the design of any development proposal. Applicants may also need to provide other supporting documents not listed in the table below (such as a [Planning Statement](#) or [Heritage Statement](#)) depending on the individual circumstances of a proposal.
- 3.2.2 Proposals should conform with all relevant adopted local plan policy criteria, including policies ENV3. There may be instances where documents are not required as part of the Council's validation requirements, but where a proposal still needs to show how it conforms with a particular policy criterion. Where this is the case, applicants are encouraged to provide supporting documentation setting out such information, for example as part of their Planning Statement or in other documents submitted to support a planning application.
- 3.2.3 The local validation requirements referred to in this SPD were published by the Council on 1st September 2020. It should be noted that the Council has a requirement to review local validation lists at least every two years, therefore users of this SPD should refer to the most up to date [local validation requirements](#) published on the Council's website.

Table 2: Supporting documents which are commonly required to accompany a planning application

Craven Local Plan Policy Driver	Supporting Documents	Purpose	Further Information
SD1, SD2 & ENV3	Preliminary drawings, site and location plans.	Pre-application discussions relating to overall design of a proposal.	CDC website: Pre application advice
ENV3	Architectural drawings are a national validation requirement and are necessary to accompany the planning application	To show overall design of a proposal	CDC website: Statutory National Information Requirements
ENV3 criteria b), c), d), e), f), g), h), i), j), k), l), m), n), o), p), q, r)	A Design and Access Statement must accompany a planning application where this is a national validation requirement. Where this is not a national validation requirement, applicants are encouraged to provide supporting documentation setting out similar information, to demonstrate compliance with these criteria.	To explain how the proposed development is a suitable response to the site and its setting and demonstrates how each criterion of policy ENV3 has been met in terms of context, infrastructure, ensuring development is accessible, art and culture, designing out crime, and shop fronts/advertisements	CDC website: Design and Access Statement.
ENV3 criteria a), c), d)	Landscape Visual Impact Assessment (LVIA) is on the council's local validation list and may be necessary to accompany the planning application. Where LVIA's are not required, applicants are encouraged to provide supporting documentation	To help identify and assess the changes that a proposed development will have on the landscape.	CDC website: Landscape and Visual Impact Assessment

	setting out similar information, to demonstrate compliance with these criteria.		
ENV3 criteria s) & t)	Sustainable Design and Construction Statement is on the council's local validation list and will be necessary to accompany the planning application.	To explain how a proposal's design and construction will contribute towards the achievement of sustainable development and, in particular, to the mitigation of and adaptation to climate change, in line with relevant policies of the Craven Local Plan and the National Planning Policy Framework (NPPF).	Appendix C of this SPD and CDC website: Sustainable Design and Construction Statement

3.3.0 Outline, Reserved Matters and Planning Conditions

- 3.3.1 The Council may wish to encourage design details to be agreed as part of the initial permission, so that important elements are not deferred for later consideration.
- 3.3.2 Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable before fully detailed proposals are put forward. Good design can be considered at this stage in order to assist community engagement, inform a design and access statement (where required), and provide a framework for the preparation and submission of reserved matters proposals. In some instances, it may be appropriate as part of the outline application to prepare and agree a design code to guide subsequent reserved matters applications. Design quality cannot be achieved through an outline planning application alone. Outline planning applications allow fewer details about the proposal to be submitted than a full planning application but can include design principles where these are fundamental to decision making.
- 3.3.3 Design conditions can be identified at the outline planning application stage allowing for the details to be submitted for later determination, as part of a reserved matters application. Detailed design issues that are central to a scheme's acceptability are most effective when set out at the outline application stage. Pre-application advice can be used as a stage for applicants and the Council to discuss the use of planning conditions in relation to design quality. Hence, this is an opportunity for prospective applicants and the Council to discuss the intended approach to a site and how design policies and guidance need to be applied. It is also important to ensure that applications to discharge conditions or amend approved schemes do not undermine development quality.

3.4.0 Community engagement

- 3.4.1 Paragraphs 126 and 132 of the NPPF state that the design quality should be considered throughout the evolution and assessment of individual proposals, with community engagement and participation at the forefront of good design efforts. Early community involvement and consultation on a scheme is encouraged by the Council. One of the Council's local validation requirements for major development, development that is judged to be locally significant and when development is classified as a departure from the current development plan is the preparation of a [Community Involvement Statement](#), which sets out the level and nature of consultation that has been undertaken with the community in the formulation of a development proposal prior to the submission of a planning application.

3.5.0 Masterplans

- 3.5.1 There are a number of allocated sites in the [local plan](#) which require the preparation of a masterplan, as set out within the development principles for the site (within policies SP5 & SP6). Masterplans set the vision and implementation strategy for a development. They are distinct from local design guides by focusing on site specific proposals such as the scale and layout of the development, mix of uses, transport and green infrastructure. Depending on the level of detail, the masterplan may indicate the intended arrangement of buildings, streets and the public realm etc.

APPENDIX A: TEXT OF POLICY ENV3: GOOD DESIGN, CRAVEN LOCAL PLAN

Good design will help to ensure that growth in Craven results in positive change, which benefits the local economy, environment and quality of life, including health and wellbeing. This will be achieved by following the general design principles set out in broad terms below:

Context

- a) Development should respond to the context and proposals should be based on a proper understanding and appreciation of environmental features, including both natural and built elements such as landscape, topography, vegetation, open space, microclimate, tranquillity, light and darkness;
- b) Designs should respect the form of existing and surrounding buildings including density, scale, height, massing and use of high quality materials which should be locally sourced wherever possible;
- c) Development should be legible and create a sense of place by maintaining, enhancing and creating good townscapes with beneficial elements like views, vistas, enclosures, focal points, public art, backcloths and landmarks;
- d) Development should seek to enhance local distinctiveness through maintaining good aspects of the local environment, improving poorer aspects and adding new aspects that benefit the local environment;
- e) Development should protect the amenity of existing residents and business occupiers as well as create acceptable amenity conditions for future occupiers;
- f) Development proposals should be able to demonstrate that they will secure a good standard of amenity for all existing and future occupants of land and buildings;

Infrastructure

- g) Designs should anticipate the need for external storage space within new developments, including space for the storage and collection of non-recyclable and recyclable waste;

- h) Necessary services and infrastructure should be able to be accommodated without causing harm to retained features, or result in visual clutter;

Ensuring Development is Accessible

- i) Reasonable provision should be made to ensure that buildings and spaces are accessible and usable and that individuals, regardless of their age, gender or disability are able to gain access to buildings and to gain access within buildings and use their facilities, both as visitors and as people who live and work in them;
- j) Development should be permeable and should make getting around easier—especially for pedestrians, cyclists and people with disabilities— by improving existing routes, adding new ones and creating connections to enhance the local network;
- k) Access roads should be designed as streets—they should form part of the public realm, be people-friendly, safe and active, allow natural surveillance and help to create a network of easy-to-use routes;
- l) Schemes should seek to incorporate secure storage for bicycles to encourage sustainable modes of travel;

Art And Culture

- m) Development should promote socialising, recreation, art, health and wellbeing, by maintaining and improving existing public spaces and by creating new public spaces, such as parks, squares and other areas of public realm;
- n) The provision of public art will be encouraged from the outset for all major development schemes;

Designing Out Crime

- o) The design of all new developments will be required to promote safe living environments, reduce opportunities for crime and the fear of crime, disorder and anti-social behaviour.

Shop Fronts/Advertisements

- p) Traditional shop fronts which make a valuable contribution to the distinctive character of their local area should be, wherever practicable, refurbished and retained in development proposals;
- q) New/alterations to shop fronts will only be permitted if the design is consistent with the character and scale of the existing building, if it is of high quality and uses materials that are deemed acceptable to the area. The shop fascia must be designed in scale, in its depth and width, with the façade and the street scene of which it forms part;
- r) Proposals for advertisements will be assessed having regard to issues of highway/transport safety and the characteristics of the locality, including features of scenic, historic, architectural, cultural or other special interest;

Sustainable Design and Construction

- s) To require non-residential developments of 1,000 or more square metres where feasible to meet at least the BREEAM standard 'Very Good' for non-residential buildings requirement. Non-residential development should seek to achieve BREEAM 'Very Good' or better unless it has been demonstrated through an economic viability assessment that it is not viable to do so;
- t) Sustainability should be designed in, so that development takes all reasonable opportunities to reduce energy use, water use and carbon emissions and to minimise waste, ensure future resilience to a changing climate and wherever possible to generate power through solar or other means, in accordance with Building Regulations. This should include residential, industrial and commercial developments.

APPENDIX B: GLOSSARY

Glossary

Accessibility: A term often used interchangeably with inclusive design to describe the extent to which a product, environment (or building in this context) can be reached and is usable by the widest range of people.

Adaptable: The capacity of a building or space to be changed so as to respond to changing social, technological, economic and climate conditions.

All reasonable opportunities: ENV3 (t) states that development should take “all reasonable opportunities” to incorporate various elements of sustainable design, in accordance with Building Regulations. This enables the Council to assess the sustainability of a design at the planning application stage, which typically precedes the Building Regulations stage. Deciding which opportunities are reasonable will require planning judgements to be made regarding what is appropriate and fair in the circumstances, taking account of technical, environmental and economic feasibility. Sustainable Design and Construction Statements should describe the elements of sustainable design that have been incorporated into proposals, give reasons why other elements may not have been incorporated and explain why it is considered that all reasonable opportunities have been taken.

Building for Life 12: A measurement of the quality of development initiated by the Design Council CABE.

Conservation Area: An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. It is a recognition of the value of a group of buildings and their surroundings and the need to protect not just individual buildings, but the character of the area as a whole.

Contemporary Design: Following modern ideas or fashion in design, including in style, techniques and materials.

Context: Local circumstances which form the background to a design idea and help the design make sense in its surroundings.

Energy Efficiency: The extent to which the use of energy is reduced through the way in which buildings are constructed and positioned on site or through the installation of equipment that uses renewable energy sources.

Layout: The way buildings, routes and open spaces are placed in relation to each other.

Legibility: Legible developments with a sense of place are quite clear to read, so people can tell where they are and where things are around them.

Local Distinctiveness: The positive features of a place and its community which contribute towards creating a 'sense of place', and individual identity.

Massing: The combined effect of the arrangement, volume and shape of a building or group of buildings.

Mixed Use: A mix of different uses (for example retail and residential) within a building, on a site or within a particular area.

Natural Surveillance: The deterrence of crime and anti-social behaviour by the presence of passers-by or the ability of people to be seen from surrounding windows.

Passive Solar Gain: The orientation and arrangement of buildings, spaces and windows to rooms within a building in order to reduce the need for electrical, gas or oil heating or air conditioning.

Public Realm: This is an area where people can wander without entering any strictly private space – it adds to the look, feel and enjoyment of places.

Reasonable provision: ENV3 (i) states that “reasonable provision” should be made to ensure that buildings and spaces are accessible and usable etc. This enables the Council to consider whether provision could exceed the minimum requirements of Building Regulations whilst remaining reasonable, which means appropriate and fair in the circumstances. Applicants should explain how their proposals satisfy ENV3(i) in their Design and Access Statements or elsewhere in their planning applications.

Where feasible: ENV3(s) states that development should meet a particular BREEAM standard “where feasible”. The phrase “where feasible” is similar in meaning to other phrases in the policy, such as “where possible” and “where practicable”, but in part (s) it is clearly linked to economic viability. If the required BREEAM standard is not proposed, applicants will need to present an economic viability case in their Sustainable Design and Construction Statement and BREEAM Pre-Assessment.

Wherever possible: ENV3(b) states that high quality materials should be locally sourced “wherever possible”. For example, it should be possible to source gritstone from local quarries in the Pennine region. If locally sourced materials are not proposed, applicants will need to provide a reasonable justification in their Design and Access Statements or elsewhere in their planning applications.

Wherever practicable: ENV3(p) states that traditional shop fronts should be refurbished and retained “wherever practicable”. This is because refurbishment and retention may not always be practicable, because of some insurmountable and overriding problem with the shop front's physical condition or functional performance. If refurbishment and retention is not proposed, applicants will need to provide a reasoned justification in their Design and Access Statements or elsewhere in their planning applications.

APPENDIX C: SUSTAINABLE DESIGN AND CONSTRUCTION STATEMENT – KEY CONTENT

What is a sustainable design and construction statement?

A document that explains how a proposal's design and construction will contribute towards the achievement of sustainable development and, in particular, to the mitigation of and adaptation to climate change, in line with relevant policies of the Craven Local Plan and the National Planning Policy Framework (NPPF).

Aim of this guidance:

The aim of this guidance is to provide practical information on what the Council expects to see in a good SDCS. It should help applicants and developers to produce a clear and concise statement, which explains how their proposals accord with policy requirements and achieve the highest possible standards of sustainable design and construction. The overarching aim is to create high quality developments that not only minimise their own environmental impact, but are also cheaper to run, more secure, contribute to the local economy and community, provide healthy living and working conditions, and respect the area's rich heritage and distinctiveness.

The suggested SDCS content, below, is based on a set of principles relating to development processes, building designs and construction practices which will deliver economic, social and environmental benefits now and in the future. Considering such sustainability mechanisms from the outset will help to avoid unnecessary development costs and delays in planning decisions.

When is a sustainable design and construction statement required?

The Council's local validation list sets out supporting information the local planning authority may request with a planning application. It stipulates that all planning applications should be supported by a SDCS and that all SDCS should meet the following minimum requirements:

- A non-technical summary that sets out what climate change mitigation measures have been integrated within the scheme's design;
- Details of how the proposed climate change mitigation measures compare to the minimum required under current Building Regulations;
- Where climate change mitigation measures have been discounted, the applicants demonstrate why it is not viable to do so.

Information on the requirement for a SDCS can be found on the Council's website at:

<https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/sustainable-design-and-construction-statement-sdcs/>

The Council's local validation list stipulates that all planning applications should be supported by a SDCS, however in terms of the minimum requirements set out above, some developments are exempt from Building Regulations. Where this is the case, applicants are strongly encouraged to state in the SDCS that as there are no building regulation requirements, all proposed sustainability measures are additional. An example of this would be a proposed porch extension, which can be designed with high levels of thermal insulation (principle 2 in table below) and locally supplied, sustainability-sourced, and low-impact materials (principle 4 in table below).

In the case of reserved matters applications, the SDCS is expected to provide details of progress against the outline SDCS and should deal with any outstanding items not covered at the outline stage.

Suggested SDCS Content

Based on the relevant policy drivers and minimum requirements for a SDCS, as set out above and via the web link, the following six key sustainability principles have been identified, which applicants are strongly encouraged to address in a SDCS:

- (1.) Complying with BREEAM Standards (non-residential)
- (2.) Reducing Energy Use and Generating Renewable Energy
- (3.) Reducing Water Use, Recycling Water and Implementing SuDS
- (4.) Minimising Waste during construction and operation
- (5.) Biodiversity & Green Infrastructure
- (6.) Travel & Transport

Principles 1 to 4 relate to the requirements of Craven Local Plan policy: ENV3: Good Design, and specifically criteria (s) and (t). In addition, principle 3 relates to the requirements of policy ENV6: Flood Risk, in terms of the inclusion of sustainable drainage systems (SuDS). Principle 5 relates to the requirements of policies ENV4: Biodiversity and ENV5: Green Infrastructure and principle 6 relates to the requirements of policies SP4: Spatial Strategy & Housing Growth and INF7: Sustainable Transport & Highways. Other relevant policies are highlighted in the table below.

By considering each of the six sustainability principles set out above, it should be possible to produce a good SDCS. However, some flexibility may be called for and it may be appropriate for applicants and developers to consider:

- (a) How they can put forward different climate change mitigation measures/initiatives relating to each sustainability principle, suitable to the size and the context of the development;
- (b) Why they may need to put emphasis on some climate change mitigation measures/initiatives relating to some sustainability principles over others;

(c) Why they may not be able to consider some sustainability principles (e.g. the development may be too small, or the site is maybe too constrained). Where this is the case, a clear and reasoned justification should be provided within the SDCS.

There can be other submission documents with an application where one or more of these sustainability principles are addressed in more detail (e.g. Environmental Impact Assessments). Where this is the case, the SDCS should refer to them by setting out that more detail can be found within those documents.

The table below suggests sections to be included in a typical SDCS, in order to meet the Council's minimum requirements for this specific local validation requirement. It is suggested that details of how climate change mitigation measures have been considered and incorporated are focused on the six sustainability principles identified above.

The length and detail provided in a SDCS will be dependent on the type of development proposal in a planning application. Hence, the SDCS content should be proportionate to its size and type. Whilst SDCSs should contain the necessary information, they need not be long, wordy documents, and where appropriate they can use drawings and figures to illustrate the initiatives put forward.

SDSC Suggested Content

Introduction and Context

A brief introduction can be used to set the context for a statement, by explaining relevant aspects of the site, location and proposal, and relevant local and national planning policies, including:

- Craven Local Plan policies (see below) and any Neighbourhood Plan policies, which together are the starting point for planning decisions; and
- The National Planning Policy Framework (NPPF), Planning Policy Guidance (PPG), National Design Guide and National Model Design Code, which are material considerations in planning decisions, and any other relevant national documents on good design.

Non-Technical Summary

This is the first of three minimum validation requirements and should set out what climate change mitigation measures have been incorporated into the design. This may need to be little more than a list of relevant design features.

Comparison with Building Regulations

This is the second of three minimum validation requirements and should set out details of how the proposed climate change mitigation measures compare to the minimum required under current Building Regulations. All reasonable opportunities should be taken to do better than the minimum. Where there are no building regulation requirements, because a development is exempt from Building Regulations, applicants are strongly encouraged to state in the SDCS that all proposed climate change mitigation measures are effectively above the minimum.

Discounted Measures

This is the final minimum validation requirement and should explain why some climate change mitigation measures may not have been incorporated into the design and why it is considered that all reasonable opportunities have been taken. If measures have been discounted on grounds of economic viability, this should be demonstrated by a reasoned viability argument supported by proportionate evidence, as part of the SDCS.

Six Key Sustainability Principles

In producing a statement, it will be very helpful to consider each of the following sustainability principles and the guidance beneath. These set out some specific climate change mitigation measures that can be incorporated into designs, in order to satisfy the requirements of relevant Craven Local Plan policies (referenced in bold and square brackets below).

- (1.) Complying with BREEAM Standards (non-residential)
 - A proposed non-residential development of 1,000 or more square metres is required to meet at least the BREEAM standard 'Very Good' where feasible. It should seek to achieve the BREEAM standard 'Very Good' or better unless it has been demonstrated through an economic viability assessment that it is not viable to do so;
 - Producing a separate BREEAM Pre-Assessment document - this can be cross-referenced in the SDCS.

[Policy ENV3(s)]
- (2.) Reducing Energy Use and Generating Renewable Energy through:
 - Attaining high levels of thermal insulation, careful material specification and efficient systems;
 - Minimising on-site carbon dioxide emissions through maximising energy efficiency, supplying energy efficiently using low carbon heating and cooling systems, and using on-site renewable energy generation, such as solar power;
 - Incorporating passive and active energy efficient design measures such as fabric performance, air tightness and mechanical ventilation to prevent overheating and reduce carbon emissions;
 - Incorporating a combination of high fabric performance and good natural daylighting to reduce use of electric lighting and reduced space heating consumption, as a result of maximising solar gains during winter months;
 - Designing lighting and heating controls to allow for localised control.

[Policy ENV3 (a), (s) & (t), ENV9(e)]
- (3.) Reducing Water Use, Recycling Water and Implementing SuDS:
 - Maximising opportunities for the incorporation of water conservation into a proposed design, including the collection and re-use of water on site;
 - Specifying water features and fittings in order to ensure sustainable water consumption for the proposed development, where appropriate

(examples include the specification of low flow taps and dual flush toilets);

- Describing the passage of water run-off from a roof area, and explaining how this run-off does not require complex treatment prior to discharge into a watercourse or sewer;
- Analysing if the discharge of excess post development run-off has potential cumulative development impacts.

[Policies ENV3(t), ENV6(b) and ENV8(b)]

- (4.) Minimising Waste during construction and operation through:

- Specifying locally supplied, sustainably-sourced, low-impact and recycled materials to reduce the environmental impact of materials used on site;
- Specifying materials that will achieve a rating of A+ to D in the BRE's Green Guide to Specification (available under www.bregroup.com), as these have a low embodied impact on the environment;
- Taking all reasonable opportunities to minimise construction and demolition waste on site by utilising the principles of the 'waste hierarchy'.

[Policy ENV3(s) & (t)]

- (5.) Biodiversity & Green Infrastructure (GI) through:

- Demonstrating how the green infrastructure (GI) network can be improved, where possible either on site or via off site enhancement;
- Avoiding loss or harm to the existing GI network where possible;
- Incorporating green roofs into the scheme, where feasible;
- Incorporating ecological features into the development demonstrating how the proposal will make a positive contribution towards achieving a net gain in biodiversity, wherever possible.

[Policies ENV1(b), ENV3(a), ENV4, and ENV5]

- (6.) Travel & Transport:

- Specifying how the site design and layout facilitates easy walking access to public transport facilities where available (e.g. nearby bus stands);
- Specifying how and where electric vehicle charging points are to be provided.

[Policies SP4, ENV7(d), (e) and INF4(e)]

This guidance is based on adopted local plan policy requirements and existing local validation requirements, which were published by the Council on 1st September 2020. These local validation requirements stipulate that all planning applications should be

supported by a SDCS. The Council has a requirement to review local validation lists at least every two years and commenced a review in 2021. Once complete, it may be necessary to update this guidance. If this is required, the updated guidance will be published on the Council's website at:

<https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/>.

APPENDIX D: THE CONTEXT AND DISTINCTIVENESS OF CRAVEN

The following sections are based on evidence contained in the Craven Conservation Areas Assessment Project: A General introduction, August 2016, the full text of which is available on the Council's website at www.cravenc.gov.uk/conservationareas.

Geology, Landscape and Views

The underlying geology of Craven comprises sandstone (Millstone Grit) to the south and limestone (Carboniferous) to the north, which manifests itself in the sandstone uplands and moors of the Southern Pennines (Skipton, Sutton) and the limestone moors and scarps of the Yorkshire Dales (Settle). In between are the lowland valleys and hills of the Aire Gap – a unique natural passage through the Pennines – which are glacial in origin and include some striking landscapes of glacial drumlins. This geology defines landscape and setting in a very unique way, perhaps more so than other parts of Yorkshire, and is aptly illustrated by a journey along the A65 or Settle-Carlisle railway.

It is in medium and long landscape views from settlements and key landmarks that Craven excels. These views, from all points of the compass take in a landscape that has changed little since publication of the first Ordnance Survey maps of the region in the 1850s.

Landscape legibility is strong, with a recognisable historic grain that in many cases dates back to 15th and 16th centuries. In the south, settlements typically cling to the edges of the sandstone uplands overlooking flood plains and river systems. The historic and visual relationship between them and their landscapes is strong and relatively untroubled by 20th century development.

Even Skipton, which can be viewed from many miles in any direction is relatively limited in its growth and intrudes little on the wider landscape. Other settlements such as Burton-in-Lonsdale and High Bentham perch above river valleys, intimately linked to their surrounding landscapes. Whilst landscape clearly makes a significant contribution to the character and appearance of all Craven's settlements, it is also true that the settlements themselves make a significant contribution to the character and appearance of the landscape. This kind of synergy is not common in Britain.

History and Industrialisation

For much of the medieval period, the economic and social life of Craven centred on a mixed economy of arable, animal husbandry and textile working. This is reflected in the inherited character of many settlements and in their former farms, cottages, weaving lofts, "tofts" (productive house plots) and "crofts" (attached enclosed fields). From the 15th century onwards, Craven became increasingly industrialised and the largest industry by far was textile production with mill buildings continuing to survive in many settlements today. Much needed transport links were provided by the Leeds and

Liverpool Canal, various Turnpike roads and the railways, which exploited Craven's Aire Gap.

Contemporary Craven

Change in the 20th century has left much of the overall landscape character intact, and the historic core of many settlements survives in large part. By the late 20th century many settlements have morphed into dormitory or commuter villages, with residential extensions. There are exceptions: High Bentham, Settle and Skipton for instance, have retained their role as key market centres.

The majority of settlements retain a significant inherited built environment, constructed in the main out of locally derived natural materials – usually stone and commonly either sandstone (gritstone) or limestone. Brick is an extremely rare material. A common feature is the use of locally, sourced sandstone slates on roofs, especially within the smaller more rural settlements. Welsh slate is more common in the larger settlements such as Skipton. Later 20th century and early 21st century developments also utilise stone, but as an outer face over other materials.

Historic grain tends to survive very well in the majority of settlements and their mid-19th century form can be easily appreciated. Extensions to settlements have tended to be relatively modest, primarily dating to the 1950s, 1960s and late 20th to early 21st centuries – particularly in the form of brown field development. Where industrial buildings survive, particularly former textile mills, settlement character benefits significantly. A very common feature throughout Craven, and impacting negatively on character, is the use of uPVC window replacements for traditional timber sash windows.

The public realm or streetscape, tends to be fairly clear of unnecessary clutter, but the survival of traditional surfacing materials such as cobbles, setts and stone flags is mixed. Pavements are, in the main, surfaced with asphalt and edged in many cases with traditional sandstone kerbs. Traditional materials survive best in yards, alleys and passages, and traditional cast iron fingerposts survive in many settlements. Otherwise street furniture is a mix of utilitarian 20th century and contemporary “heritage style”, which probably references a local desire for more characterful street furniture.

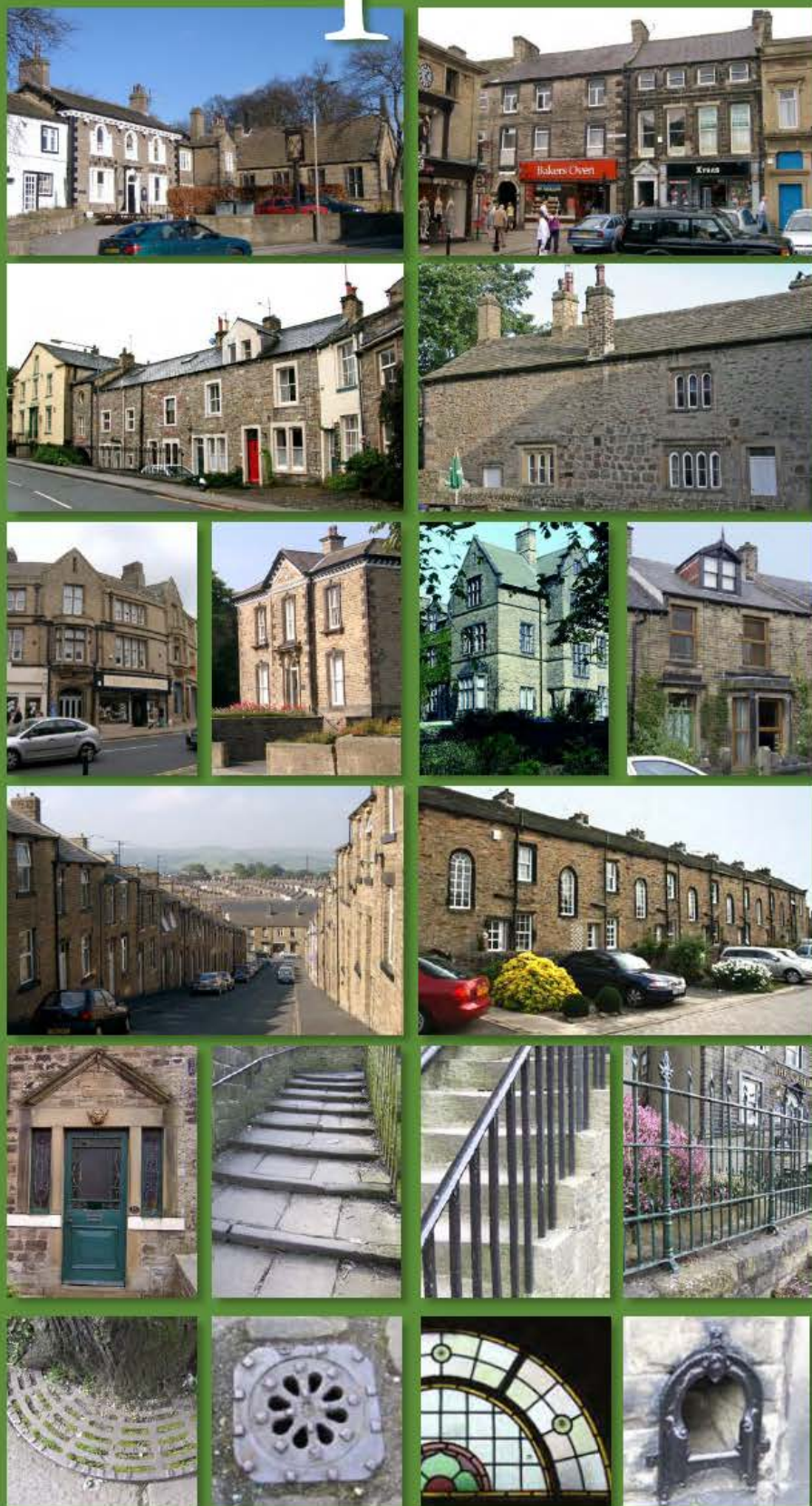
Figures 9-11, below, take a closer look at the three main towns of Skipton, Settle and Bentham, by drawing on evidence from their individual conservation area appraisals. The full appraisals are available on the Council's website at www.cravenc.gov.uk/conservationareas.

CONTEXT & DISTINCTIVENESS

Skipton

“The special interest or significance of the town arises from its unique landscape, geology, and historical events.”

Skipton-in-Craven Conservation Areas Appraisal, 2008



Walls

Gritstone walls and boundary walls. Coursed rubble to squared blocks. Lime mortar and plaster (little survives). Dressed stone and ashlar. Lined render. Rock-faced blocks to railway bridge abutments. Painted masonry (detracts).

Roofing

Stone slates before c1870; pitched slabs for chimney tops. Lake District or Welsh slates post c1870. Concrete tiles (detract).

Gateposts

Monolithic gate piers with moulded tops.

Windows

Timber sash. uPVC and metal replacements (detract).

Window reveals

Various. Some mullions and transoms.

Pavements

Tarmac, concrete. Stone slabs, kerbs, steps.

Surfaces

Tarmac. Mill-town setts (C19 onwards). Some pebble and stone surfacing survives.

Street furniture

Modern street lamps, bollards, planters and road signs (detract). Cast iron manhole covers, tree guards, lamp posts and overthrows.

Other

Cast iron: gates, railings (various finials); ventilation panels; ridge crestings; rainwater goods; boot scrapers; coal chute doors. Overlights to doorways. Stained, coloured, leaded glass.

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

CONTEXT & DISTINCTIVENESS

Settle

"The town has retained many of its old buildings and its intimate atmosphere... surrounded by the dramatic limestone crags of the Yorkshire Dales"

Settle Conservation Area Appraisal, 2008



Walls

Stone building materials and boundary walls. Red brick is uncharacteristic. Field-collected water-worn stones (glacial). Quarried rubble limestone, slobbered. Cut sandstone/gritstone, some watershot. Ashlar. Cut stone quoins.

Roofing

Stone slate, Welsh and Lake District slate.

Windows

Traditional timber. Plastic replacements (detract). Mostly vertical emphasis.

Window reveals

Cut stone surrounds or lintels and cills.

Pavements

Asphalt, cobbles, stone flags.

Surfaces

Asphalt, stone setts.

Street furniture

Simple luminaires on modern galvanised steel, traditional cast iron and wall-mounted. Modern and traditional signage, including finger-post.

Other

Date-stones, external staircases, upper level doors, blocked warehouse doors, hoists and gantries, remnant walls (some with window openings), gate posts, horse troughs, some ironwork.

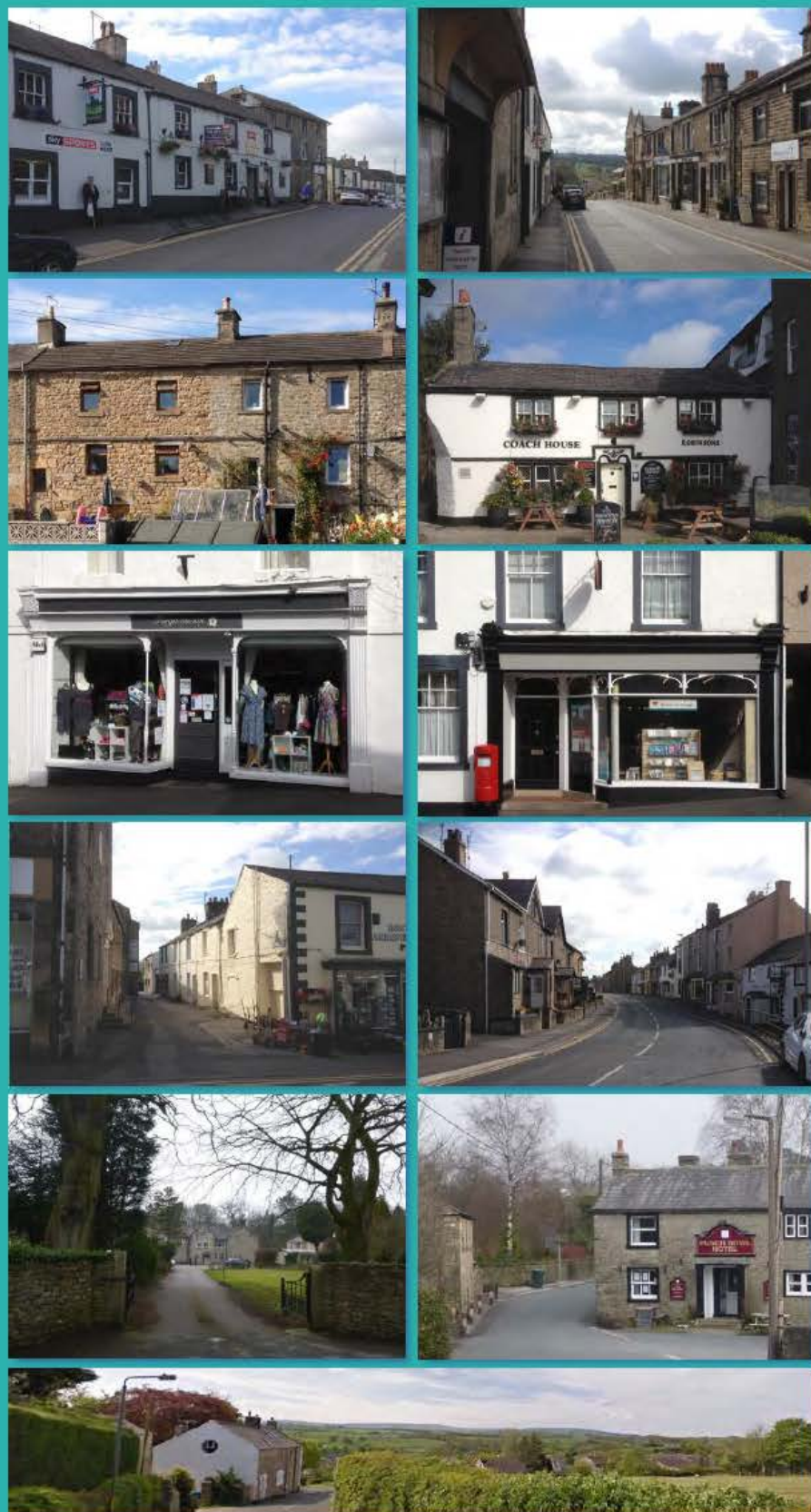
The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

CONTEXT & DISTINCTIVENESS

Bentham

"[High Bentham] has a well preserved historic core associated with textile working and agriculture from the 18th century onwards. [Low Bentham's] historic fabric, scale, form of development and palette of materials are all consistent and harmonious."

Assessment for Conservation Area Designation, 2016



Walls

High Bentham (HB): Dressed sandstone for buildings and boundary walls. Also render, whitewashed and painted, on buildings. Some limestone rubble used in drystone walling. Low Bentham (LB): Gritstone for walling, rubble courses.

Roofing

HB: Stone slates (Westmorland). LB: Grey slates (Yoredale Sandstone) and Westmorland slates.

Gateposts

HB: Sandstone. LB: Some tooled gritstone monoliths, otherwise rubble stone.

Windows

HB: Casements and sashes painted white. Replacement uPVC and stained timber. LB: Traditionally casements. Sashes used widely in C19. uPVC replacements (detract).

Window reveals

HB: Sandstone quoins and window dressings including mullions and transoms. LB: Gritstone.

Pavements

HB: Asphalt with granite kerbs. Some sandstone kerbing. LB: Asphalt with granite kerbs. Some cobbles and setts.

Surfaces

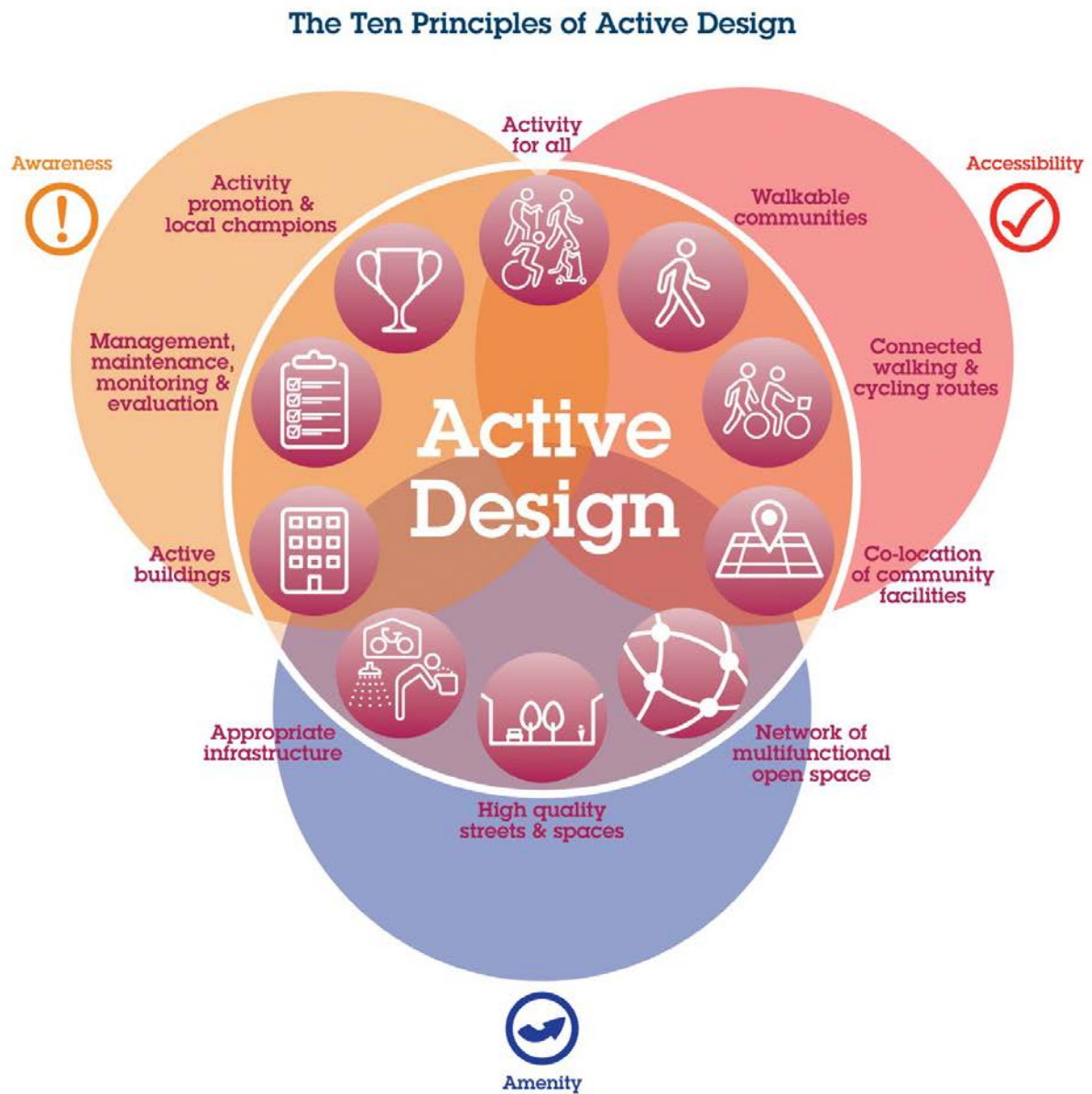
HB and LB: Asphalt.

Street furniture

HB: Standard contemporary galvanised steel columns with simple luminaires. Green and gold replica 'heritage' style finger posts and information panels. Public seating in a 'heritage' style. LB: Modern galvanised steel lampposts. Modern steel street signage.

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

APPENDIX E: THE PRINCIPLES OF ACTIVE DESIGN



Achieving as many of the Ten Principles of Active Design as possible, where relevant, will optimise opportunities for active and healthy lifestyles.



CRAVEN DISTRICT COUNCIL ADOPTION STATEMENT

Notice of the adoption of the Craven Good Design Supplementary Planning Document

In accordance with:

The Planning and Compulsory Purchase Act 2004 (as amended)

The Town and Country Planning Act (Local Planning) (England) Regulations

2012 (as amended)

Notice is hereby given that, in accordance with the above-mentioned legislation, Craven District Council formally approved for adoption the Good Design Supplementary Planning Document (SPD) on 11 October 2022.

The Good Design SPD sets out guidance on how the Council will apply relevant Craven Local Plan policies related to the principles of good design, and how applicants can best prepare their planning applications to be in accordance with these policies.

The draft Good Design SPD was the subject of two public consultations, in accordance with Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). These took place between 13th September to 11th October 2021, and 4th January to 1st February 2022.

A number of modifications have been made to the Good Design SPD in response to the consultations and to ensure that the adopted SPD is up to date. These modifications are summarised below:

- New paragraph 1.1.5 stating that it is necessary for development proposals to comply with any good design policies in made neighbourhood plans;
- Paragraph 2.1.2 amended to emphasise the understanding of local context and distinctiveness in areas not designated as Conservation Areas, in order to inform designs;
- Paragraph 2.1.4 amended to encourage effective engagement between relevant stakeholders in order to identify landscaping expectations from an early stage;
- Paragraph 2.1.9 amended to state that traditional designs need not always be replicated in conservation areas, provided their significance is conserved and enhanced where possible;

- Additional paragraph 2.1.13 to emphasise the understanding of site constraints associated with utility assets;
- Paragraph 2.1.17 amended to highlight the theme of local distinctiveness in the Design Council's Building for Life document;
- Paragraph 2.1.19 amended to promote an area's heritage value as a key element of the area's overall local character and distinctiveness;
- New paragraph 2.1.23 stating that allowances for innovative design are made where high-quality design and materials are proposed;
- Paragraph 2.1.25 amended to state that the principles of good design, specifically to ensure good amenity standards, apply to all development types including affordable housing, with a link provided to the adopted Affordable Housing SPD;
- Additional paragraph 2.1.27 to emphasise the NPPFs requirement that new development is integrated effectively with existing business and community facilities and to highlight the Guidance on the Assessment of Odour for Planning;
- Additional paragraph 2.1.28 relating to wastewater treatment works in the vicinity of proposed development;
- Amendment of paragraph 2.2.3 relating to the accommodation of storage bins within the boundary of each property;
- Inclusion of reference in paragraph 2.3.9 to the Active Design Guidance from Sport England and Public Health England, and the objectives it promotes;
- Paragraph 2.5.1 (second bullet point) amended to describe the term 'defensible space';
- Paragraph 2.7.6 amended to emphasise the environmental and health benefits of well-designed homes, such as air quality and noise reduction;
- Paragraph 2.7.9 amended to promote the values of heat exchange units, battery storage, and electric vehicle charging points;
- Paragraph 3.1.1 amended to encourage applicants to consult with Statutory Consultees, as this can assist in the development of good quality design;
- Paragraphs 3.1.2 and 3.4.1 amended to highlight that paragraphs 126 and 132 of the NPPF promote the consideration of design quality throughout the evolution and assessment of proposals;
- Paragraph 3.4.1 amended to refer to one of the Council's local validation require to prepare a Community Involvement Statement when appropriate.
- The addition of Appendix E to graphically illustrate the principles of Active Design.
- Other minor changes to ensure the SPD reflects the updated [NPPF 2021](#), is consistent with the other draft SPDs that the Council is currently preparing, and reflects the adopted status of the SPD.

More details of the modifications made can be found in the Council's Good Design SPD: Consultation Statement document, which can be viewed at www.cravendc.gov.uk/localplan.

Any person with sufficient interest in the decision to adopt the Good Design SPD may apply to the High Court for permission to apply for judicial review of that decision. Any such application to the High Court must be made not later than 3 months after the date of which the Good Design SPD was adopted (i.e. 3 months from 12 October 2022 – this being the day after adoption).

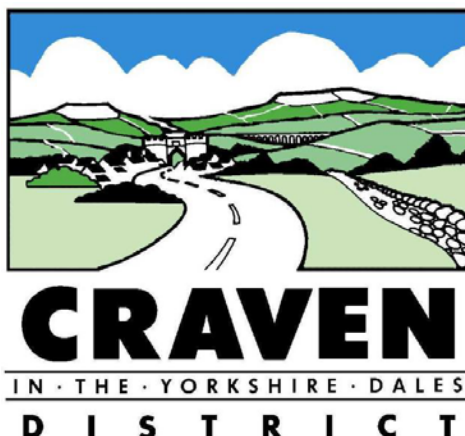
In accordance with Regulation 14 of the 2012 Regulations, the Good Design SPD and this Adoption Statement have been made available to view on the Council's website at: www.cravendc.gov.uk/localplan.

Paper copies will be made available as soon as practicable at the Council's main reception, at 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ. This reception is open from 9am to 5pm, Monday to Thursday, and 9am to 4:30pm on Fridays (outside of public holidays). Paper copies to also be held in libraries within Craven outside the Yorkshire Dales National Park.

Paper copies are also available to purchase on request. A copy of this Adoption Statement will be sent to all parties who have asked to be notified of the adoption of the Good Design SPD.

For further information, please refer to the Council's website via the link provided above, or contact the Spatial Planning Team at spatialplanning@cravendc.gov.uk.

Paul Shevlin, Chief Executive; 11 October 2022.



**Draft Good Design
Supplementary Planning Document (SPD)**

Consultation Statement

Presented to Policy Committee on 21st June 2022

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PART ONE: CONSULTATION STATEMENT REQUIRED BY REGULATION 12(a) OF THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012 (as amended).

Introduction

1. Craven District Council has prepared a Supplementary Planning Document (SPD) which provides further guidance on good design principles in the Craven Local Plan area. In accordance with the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended) and [NPPE](#) definitions of SPDs, it adds further detail to help explain the objectives relating to the following policies of the [Craven Local Plan \(Nov 2019\)](#) and is a material consideration in the determination of relevant planning applications:
 - Policy ENV3: Good Design;
 - Policy SD1: Presumption in favour of sustainable development;
 - Policy SD2: Meeting the challenge of climate change.
2. In line with Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), and the Council's [Statement of Community Involvement](#) (SCI) 2022, draft SPDs are subject to two rounds of public consultation. Regulation 12 requires LPAs to invite comments on a draft SPD during a period of public participation. Regulation 13 then requires LPAs to invite representations on a draft SPD over a period of not less than four weeks.

Purpose of the Consultation Statement

3. Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires that, before adopting a Supplementary Planning Document, Local Planning Authorities (LPA) should prepare a Consultation Statement. This should include the following information:
 - (i) The persons the local planning authority consulted when preparing the supplementary planning document;
 - (ii) A summary of the main issues raised by those persons; and
 - (iii) How those issues have been addressed in the supplementary planning document.
4. Regulation 12(b) requires both the consultation statement and the SPD to be made available for the purpose of seeking representations on a draft SPD.

Public Consultation on the First Draft Good Design SPD

5. In line with regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Council's [Statement of Community Involvement](#) (SCI) 2022, the draft SPD was published on the Council's website, and paper copies were placed at the Council's main offices and in libraries within the Craven Local Plan area. The Regulations require Local

Planning Authorities to invite representations to be made on the draft SPD over a period of not less than four weeks. Public consultation on the first draft Good Design SPD ran from Monday 13th September until Monday 11th October 2021. Comments were invited to be submitted in writing, no later than Monday 11th October 2021 either by post or email.

6. The Council has developed a comprehensive local plan consultation database which includes specific and general bodies and individuals for consultation purposes. The [Subscriptions](#) web page on the Council's website allows individuals and organisations to submit their details and be entered onto the local plan consultation database, via Mailchimp at any time. All contacts within the local plan consultee database were notified of the draft Good Design SPD consultation by either postal or electronic mailshot. Consultees include:

- Specific Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations, including Town and Parish Councils;
- General Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations;
- Individuals that have subscribed to receive details of spatial planning consultations.

7. A press release was issued by the Council on 10th September 2021. This was subsequently published in the Craven Herald & Pioneer newspaper on Thursday 16th September 2021. The consultation was also promoted on social media (Twitter and Facebook). A copy of the press release is included at Appendix 1 to this report.

What issues were raised & how have they been addressed?

8. A total of 13 representations were received to the first round of public consultation. Table 1 below sets out who submitted the response, a summary of the main issues raised, the Council's response, and how the issues raised have been addressed in the SPD together with details of any changes to the SPD, where appropriate.

Table 1: Summary of the issues raised by respondents during the first round of public consultation, the Council's response and recommended changes to the SPD

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
Marine Management Organisation	Standard advice regarding marine licensing, marine planning and minerals and waste plans and local aggregate assessments is provided.	The standard advice is noted. No change to SPD required.
Canal & River Trust	<p>Context</p> <p>Policy ENV3 Criterion (d) – Enhancing local distinctiveness</p> <p>The reference to distinctiveness and explicit examples given and referenced in paragraph 2.1.20 (and figures 1-3 and 9-11) have the potential to act as a strong mechanism to deter inappropriate developments in areas where consideration needs to be given to the impact on settings and character. We do advise, however, that the imagery chosen has the potential to be accidentally interpreted to promote pastiche design of alterations difficult to distinguish from true heritage value. As a result, suggest that additional text could be included which explicitly states that allowances for innovative design or strategies that make a material contrast to existing fabric can be allowed if a strong case-by-case justification is made and high-quality design and materials are proposed.</p> <p>Policy ENV3 Criterion (g) – External Storage Space</p> <p>Paragraph 2.23 relates to refuse storage. Often these areas can be highly visible from the public realm, including our towpath network, especially with regards to commercial units. Whilst we note that the paragraph refers to the need for bin storage to be sensitively designed and located, the text 'where possible' does add a significant caveat. In addition, the paragraph does not refer explicitly to the need to screen such facilities from the public realm. We therefore advise that the policy could be more effective if the caveat was removed, and if the paragraph text was expanded to state that "refuse facilities should be sited so that their prominence from the public realm is minimised".</p>	<p>The point is noted relating to allowances for innovative design or strategies.</p> <p>Change to SPD as follows: add the following new paragraph, 2.1.23 - "Allowances for innovative design or strategies that make a material contrast to existing fabric can be allowed if a strong case-by-case justification is made and high-quality design and materials are proposed."</p> <p>The Council agrees that the SPD could be more effective if the caveat 'where possible' was removed. The first sentence of paragraph 2.2.3 has been amended as follows: "The bins described above should be accommodated within the boundary of each property with designated storage areas which are sensitively located and designed. Refuse</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>Policy ENV3 Criterion (j) – Permeable Developments</p> <p>The Trust promote the use of our network for sustainable travel and leisure. The aspirations of paragraph 2.3.8, which promotes permeability within development, fits within our ambitions to promote connectivity from development to the canal corridor. Contextual analysis is key within the design process to recognise the canal's location and key access points for use as either a place of amenity, fitness, learning or sustainable vehicular free travel.</p> <p>Designing Out Crime</p> <p>The Trust encourages development to promote natural surveillance over our spaces, which can be a deterrent to crime, and can make our network more welcoming for use. Approaches within paragraph 2.5.1 to promote natural surveillance as a deterrent to crime could help achieve this aim.</p> <p>Pre-application discussions</p> <p>The Trust, in our role as statutory consultee, does offer pre-application advice to prospective applicants. For developments close to our network, this can allow us to provide specific advice upon our network, including opportunities for designed to integrate with our network where appropriate.</p> <p>We advise that section 3.1.0 should refer to the potential for applicants to consult with Statutory Consultees, as this could assist in the development of design.</p>	<p><i>facilities should be sited so that their prominence from the public realm is minimised”.</i></p> <p>The Council notes the agreement and positive comments on the two subject areas of Permeable Developments and Designing Out Crime. No change to SPD required.</p> <p>Support is welcomed. No change to SPD required.</p> <p>Agree that Section 3.1.0 should refer to the potential for applicants to consult with Statutory Consultees. Paragraph 3.1.1 has been amended by inserting the following sentence: “Applicants are also encouraged to consult with Statutory Consultees as this can assist in the development of design”.</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
North Yorkshire Police	<p>Pleased with section 2.5.0 on Designing Out Crime and it is hoped that this will be retained in any future version of this SPD.</p> <p>Suggest the following definition of defensible space is included within the second bullet point at paragraph 2.5.1: <i>"Defensible Space is described as something which is clearly defined, clearly owned and has good natural surveillance and separates public from private areas and also separates one private area from another."</i></p> <p>In relation to the second part of the second bullet point at 2.5.1 regarding cul-de-sacs, although it acknowledges that this type of design feature can be highly secure, it goes on to suggest that in order to enable permeability that a compromise can be made by having footpath connections between cul-de-sacs. There are few reasons why the security of a development and the homes in it should be compromised, in particular to increase the permeability of a scheme, as this provides offenders with additional access/escape routes.</p> <p>Section 8.6 of Secured by Design's document Homes 2019, states: "However, research that the benefit of a cul-de-sac can be compromised if one or more of the following undesirable features exists:</p> <ul style="list-style-type: none"> • Backing onto open land, railway lines, canal towpaths etc. • Are very deep (long); • Linked to one another by footpaths (leaky cul-de-sacs); • Poorly lit. 	<p>Support welcomed. No change to SPD required.</p> <p>The suggested definition of defensible space is included. The second bullet point in paragraph 2.5.1 has been amended as follows: "Defensible space is described as something which is clearly defined, clearly owned and has good natural surveillance and separates public from private areas and also separates one private area from another."</p> <p>The comments on cul-de-sacs are noted, and agreement that the fourth and fifth sentences within the second bullet point at para 2.5.1 are deleted.</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>Section 8.7 of the same document states: <i>"Cul-de-sacs that connect by footpaths to other parts of a development, often referred to as "leaky cul-de-sacs", experience the highest levels of crime when compared to crime levels within a true cul-de-sac. Crime in this kind of design can be 110% higher than crime in a true cul-de-sac and therefore should be avoided."</i></p> <p>It is therefore requested that consideration be given to removing the following wording from the SPD as it appears to encourage the linking of cul-de-sacs, which as outlined above, should be avoided. <i>"As cul-de-sacs reduce permeability, a compromise can be where dwellings are joined by networks of footpaths that are regularly used, with passive surveillance in evidence. This layout promotes permeability whilst reducing anti-social activity."</i></p>	
Water Resources West	Advice has been provided in the preparation of new local plans or updates to local plans. Advice regarding water efficiency for residential development for local authorities is provided.	<p>The advice on water efficiency measures is noted. It would appear to be advice relevant to the preparation of new local plans or updates to local plans, rather than the preparation of SPDs.</p> <p>No change to SPD required.</p>
The Coal Authority	<p>As you will be aware within the Craven area there are recorded risk features present, arising from past coal mining activity, at surface and shallow depth including mine entries, shallow coal workings and reported surface hazards. These features pose a potential risk to public safety and surface stability.</p> <p>It is noted that this current consultation relates to a draft Good Design SPD. The Planning team at the Coal Authority has no specific comments to make on this document.</p>	<p>It is noted that the consultee has no specific comments to make on this draft SPD.</p> <p>No change to SPD required.</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
Yorkshire Wildlife Trust	<p><u>Green Infrastructure</u> Including nature rich areas within development is good for mental as well as physical health and we therefore support the references within the SPD to the Green Infrastructure Network. It is well established through research that contact with wildlife and the wild places yields benefits (<i>Social return on investment analysis of the health and wellbeing impacts of Wildlife Trust programmes, 2019 Report</i>). We also recognise the benefits that street trees can provide for both people and wildlife, which include slowing run-off, providing shade, improving air quality, storing carbon, and reducing urban heat-island effects. Any planting should ensure the right trees (or other planting) in the right place which usually means locally native trees of local provenance and in keeping with the surrounding natural habitat.</p> <p>We welcome design which can take a multifunctional approach and deliver mutual benefits for people and wildlife, such as roof gardens and green roofs, green walls, SUDS and rain gardens.</p> <p><u>Building with Nature</u> Yorkshire Wildlife Trust would also recommend inclusion of details of the 'Building with Nature' initiative within the SPD, which is a framework that enables developers to integrate high-quality multifunctional green infrastructure to create places in which people and nature can flourish.</p> <p>Building with Nature sets out standards to provide a benchmark to be used in addition to the Biodiversity Net Gain metric, in order to provide a qualitative assessment of a proposed development site. Yorkshire Wildlife Trust provides details of the Building with Nature (BwN) key themes, which relate to core, wildlife, water and wellbeing.</p> <p>Further information can be accessed via the website: https://www.buildingwithnature.org.uk.</p> <p><u>Biodiversity Net Gain</u> In accordance with NPPF para 175d, the proposals should demonstrate a 'measurable'</p>	<p>Support welcomed.</p> <p>These comments relate to green infrastructure and biodiversity net gain. Whilst some of the general design principles set out in policy ENV3 (and in further detail provided by this draft SPD) link to the provision of green infrastructure and biodiversity net gain in the design of new developments, this draft SPD specifically provides further guidance to policy ENV3: Good Design.</p> <p>The Council is currently drafting a Green Infrastructure and Biodiversity SPD, which will be subject to public consultation later in the year. The Yorkshire Wildlife Trust will have the opportunity to provide a consultation response on this draft SPD in due course. No change to SPD required.</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>net gain in biodiversity. The emerging Environment Bill which is expected to put a requirement for all proposals to achieve a 10% net gain in biodiversity; whilst not yet formally released, this level is already being implemented as good practice across the country and we would encourage the inclusion of a net gain target for Craven in the SPD.</p> <p>One of The Wildlife Trusts' strategic aims is to make it normal practice for all residential, commercial and infrastructure development to contribute positively to nature's recovery on land and at sea. Biodiversity Net Gain, implemented in the right way, is therefore an important mechanism to help achieve The Wildlife Trusts' ambition.</p>	
Strategic Housing team, Craven District Council	<ol style="list-style-type: none"> 1. Affordable housing design <ul style="list-style-type: none"> • The SPD deals mainly with housing in general, and doesn't generally distinguish between affordable and market-sale housing. • Strategic Housing is of the view that residents of affordable housing should expect their homes to be as well-designed as those of their neighbours living in market-sale homes. This is also reflected in the Local Plan, which argues that <i>"development proposals should be able to demonstrate that they will secure a good standard of amenity for all existing and future occupants of land and buildings"</i> (Policy ENV3 (f), p. 135, emphasis added). • However, it is not uncommon for applicants to seek to reduce costs by compromising design standards for affordable housing. • To comply with principles of good design, help create mixed communities and properly reflect the Local Plan, Strategic Housing believes that the SPD should explicitly state that all design standards it sets out apply equally to affordable and market-sale housing, within the transfer 	<p>The Draft Good Design SPD provides further guidance to policy ENV3, which requires good design in all developments and not just housing. Therefore, the criteria included within the policy are relevant to proposals for all types of development.</p> <p>Section 2.11.0 of the adopted Affordable Housing SPD provides specific guidance on the design, distribution and construction of affordable housing, and the specific requirements of policies ENV3, SD1, SD2, ENV1, 2, 4 & 9. Paragraph 2.11.2 of the Affordable Housing SPD states that the principles of good design set out in policy</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>price agreed between the Council and Registered Providers in the district.</p>	<p>ENV3 apply equally to both affordable and market housing and that affordable homes should be indistinguishable in design, character and appearance from market housing.</p> <p>It is considered that the SPD should be amended to provide links between the adopted Affordable Housing SPD and the draft Good Design SPD. Change to SPD - the first sentence of paragraph 2.1.25 has been amended as follows: <i>"The principles of good design, specifically in respect of ensuring good standards of amenity, set out in policy ENV3 apply to all types of development. For example, the principles of good design should apply equally to both affordable and market housing. Section 2.11.0 of the adopted Affordable Housing SPD provides further guidance on this and other relevant local plan policies.</i></p>
	<p>2. Ventilation</p> <ul style="list-style-type: none"> The SPD makes no reference to the need for good ventilation. 	<p>There is agreement that the SPD can include a reference to the need for good</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<ul style="list-style-type: none"> Strategic Housing is of the opinion that the SPD should include a reference to the need for good ventilation. Paragraph 10.2 of Harrogate Borough Council's Affordable Housing SPD may provide some helpful wording here: <i>"The National Design Guide states that well-designed homes provide good quality internal and external environments for their occupants, and are efficient and cost effective to run, helping to reduce greenhouse gas emissions by incorporating features that encourage sustainable lifestyles. Well-designed homes maximise natural ventilation, avoid overheating, minimise sound pollution and have good air quality, with a good standard and quality of internal space. This includes room sizes, floor-to-ceiling heights, internal and external storage, sunlight, daylight and ventilation."</i> 	<p>ventilation. Change to SPD - additional text has been included at the end of paragraph 2.7.6 as follows: <i>"Well-designed homes maximise natural ventilation, avoid overheating, minimise sound pollution and have good air quality, with a good standard and quality of internal space. Specific elements to consider include room size, sunlight, daylight, floor-to-ceiling height, internal and external storage, and ventilation. These provisions reflect the requirements of the National Design Guide."</i></p>
Sport England	<p>Sport England notes that policy ENV3 is to ensure that growth in Craven results in positive change in design terms, which benefits the local economy, environment, and quality of life, including health and well-being.</p> <p>The reference to health and well-being in policy ENV3 provides an ideal opportunity to incorporate the principles of Active Design into the SPD possibly as a new chapter. Good design should contribute positively to making places better for people and create environments that make the active choice the easy choice for people and communities.</p> <p>Sport England in partnership with Public Health England, have produced the Active Design Guidance. This guidance builds on the original Active Design (2007) objectives of improving accessibility, enhancing amenity and increasing awareness, and sets out the Ten Principles of</p>	<p>The Council acknowledges the principles of Active Design as promoted in this submission, and agrees that the principles promoted can be included within the text, with the web link included. Under the section "Ensuring good standards of amenity (criteria (e) & (f)), the following text is included in paragraph, 2.3.9: <i>"In meeting these policy requirements, the Council encourages applicants to consider Sport</i></p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>Active Design. The guide features an innovative set of guidelines to get more people moving through suitable design and layout.</p> <p>The Active Design Principles are aimed at contributing towards the Government's desire for the planning system to promote healthy communities through good urban design. The guidance can be viewed on this link: https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/active-design</p> <p>Sport England would encourage you to consider reviewing the work undertaken by Wakefield Council in respect of Active Design to assist in drafting amendments to this SPD (this document is included in the appendix of submission).</p>	<p><u>England and Public Health England's Active Design Guidance.</u> <i>This guide features an innovative set of guidelines to get more people moving through suitable designs and layouts. The Active Design Principles are aimed at contributing towards the Government's desire for the planning system to promote healthy communities through good urban design. This guidance puts forward objectives of improving accessibility within homes, and contains principles of active design that promotes accessibility. Appendix E shows a diagram of these principles."</i></p>
Chris Pitcher, architectural designer and Wigglesworth resident	<p>Support for the Council's aspiration to improve the quality of design in Craven.</p> <p>Criticism of the National Design Guide's 10 characteristics, which attempts to simplify a complex subjective process. Good design is difficult to define. Design is far more than these 10 characteristics and there is a need to understand design in the broad context, by continually practicing it.</p> <p>To improve design outcomes, the Council should invest in design skills.</p> <p>Alternative guidance to the National Design Guide is suggested from Dieter Rams: https://www.vitsoe.com/gb/about/good-design.</p>	<p>Support is welcomed.</p> <p>Craven District Council agree that there is a need for investment in design skills, however this needs to be done at a national level.</p> <p>Recently the Government has given priority to design in new developments via an updated NPPF, the launch of the National Design Guidance and</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>The respondent suggests that in order to enable meaningful pre-application discussions with the Council, design should be the foundation. This should include a dedicated design professional alongside planning officers and a diverse range of people from the community. Pre-application discussions should allow for innovation, respect a proper design process and the unique character of the Yorkshire Dales.</p>	<p>the suggestion that local planning authorities prepare local design guides and codes. It is hoped that there will be the necessary investment in skills and resources by the government to achieve such local guidance and codes and to ensure that good design is achieved in all developments. Paragraph 1.4.6 of the draft Good Design SPD refers to the role of the National Design Code and local design codes.</p> <p>Part 3 of the draft SPD promotes meaningful pre-application discussions with design at the core, as the respondent advises.</p> <p>It is hoped that via investment by the government in design skills and resources, CDC or the new North Yorkshire Authority can include design professionals.</p> <p>No change to SPD required.</p>
Tom Smart, Rural Solutions	<p>The Basis of 'Good Design'</p> <p>Point 2.1.1 states that good design should respond to local context and distinctiveness and refers to the supporting text to policy ENV3. This is viewed as an appropriate starting context for</p>	<p>Support welcomed.</p> <p>No change to SPD required.</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>the implementation of the policies relating to this SPD, which recognises the variety of 'place' in the Craven district, and the variety of factors that contribute to such. The district is notably diverse with varying settlements and landscape characters.</p> <p>Appropriate Landscaping</p> <p>Point 2.1.4 emphasises that landscaping is integral in order to enhance the surroundings of new development, and the physical and mental health of individuals. There is agreement landscaping should be considered from the beginning of developing any proposals.</p> <p>Suggestion that further guidance is given as to how the local authority will specify landscaping expectations from an early stage to comply with NPPF Paragraph 126.</p> <p>Noise Pollution</p> <p>Support for paragraph 2.1.6 which emphasises that noise emissions from proposed development must be as harmonious as possible, with special regard to local tranquillity. It is requested that the SPD provides an understanding that such would be more limited in urban centres such as Skipton and Gargrave.</p>	<p>Support welcomed.</p> <p>Paragraph 2.1.4 states that landscaping should form an integral part of any proposal, and states that all proposals should demonstrate <i>"high quality, properly funded landscape design from the outset"</i>. Change to the SPD – the following sentence is included at the end of paragraph 2.1.4: "To comply with paragraph 126 of the NPPF, the Council encourages effective engagement between applicants, the Council, communities, and Statutory Bodies as appropriate, in order to identify landscaping expectations from an early stage."</p> <p>Support welcomed.</p> <p>Paragraph 2.1.6 of the draft SPD states that <i>"proposed development should be as harmonious as possible in terms of both noise emissions and visual properties"</i>.</p>

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	<p>This would allow proposed development to better comply with NPPF paragraph 174.</p> <p>Design Styles and Features</p> <p>Object to the later part of paragraph 2.1.9 given that contemporary extensions to heritage assets are often completed within the borough and are supported by English Heritage.</p> <p>Guidance from English Heritage on extending heritage assets states: <i>"The exterior needs to be carefully designed. You should expect to use matching or complementary materials for walls and roof. However, cleverly chosen contrasting materials in a modern design may work well for some buildings, where the extension can then be clearly 'read' as different to the old house. But the effect should not be so different that the extension is more prominent than the main building."</i></p> <p>It is suggested that further guidance be given to more contemporary designs as areas with numerous contemporary style structures are found in the district. A contemporary design</p>	<p>Criterion (a) of policy ENV3 requires proposals to be based on a proper understanding of environmental features, including natural and built elements such as tranquillity etc. This would include consideration of the existing level of tranquillity within different settings, for example urban and rural settings. Therefore, the wording provided in both ENV3 and the draft SPD provides the necessary flexibility in approach.</p> <p>No change to SPD required.</p> <p>Agree that further guidance can be given to the role of more contemporary designs within the draft SPD. The point is noted related to allowances for innovative design or strategies, and the following text has been added to the end of paragraph 2.1.23: "Allowances for innovative design or strategies that make a material contrast to existing fabric can be allowed if a strong case-by-case justification is made and high-quality design and materials are proposed."</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>approach should be supported where proposals are appropriate.</p> <p>Paragraph 2.1.10 states that locally sourced and high quality materials are appropriate in terms of being <i>"ideal in terms of reinforcing the local vernacular and reducing the carbon footprint of transported building products."</i> While such is appropriate for designated heritage assets, some flexibility is needed – especially where this may affect the viability of developments including for example rural affordable housing provision.</p>	<p>The second part of paragraph 2.1.10 states that the Council recognises that it may not always appropriate to source high quality materials locally and if this is the case the SPD suggests that this should be justified in a Design and Access Statement. Policy ENV3 and the further guidance included in the draft Good Design SPD requires <u>all</u> developments to founded on good design. Section 2.11.0 of the adopted Affordable Housing SPD provides specific guidance on the design, distribution and construction of affordable housing, and the specific requirements of policies ENV3, SD1, SD2, ENV1, 2, 4 & 9. Specifically, paragraph 2.11.2 of the Affordable Housing SPD states that the principles of good design set out in policy ENV3 apply equally to both affordable and market housing and that affordable homes should be indistinguishable in design, character and appearance from market housing. Therefore, the Council expects high quality</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>Support in principle for paragraph 2.3.4, which stresses the need for good standards of accessibility in any new development. However, request for further guidance on the conflict between design priorities – such as ramps and steps on Listed Buildings, or lighting in areas characterised by darkness.</p>	<p>materials to be used on all developments and where possible these should be sourced locally.</p> <p>No change to SPD required.</p> <p>Support welcomed. Criterion i) of policy ENV3 requires buildings and spaces to be accessible. Paragraph 2.3.4 states that there are numerous elements to be considered in order to successfully design and main good accessibility, both into, and within buildings. Therefore, the requirement is to achieve well designed places and spaces that are accessible to all. The consideration of the key elements listed in paragraph 2.3.4 of the draft SPD relating to public buildings should not be at the expense of good design. It is considered therefore that the draft SPD provides adequate guidance in this respect.</p> <p>No change to SPD required.</p>
CPRE North Yorkshire (CPRENY)	<p>Support for the draft Good Design Guide as it will be helpful in setting out the approach to be taken with regard to the specific criteria found in local plan policy ENV3. The Guide is an opportunity to encourage sustainable design and</p>	<p>Support welcomed. It should be noted that the Council is preparing a Good Design Supplementary</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>construction methods. This will ensure positive steps are taken in securing appropriate action across all new development to lower the district's carbon footprint and ensure mitigation and adaptation where possible – be that through the appropriate use of sustainable building materials and designing in energy efficiency at the initial conception stage, to appropriately located and scale renewable schemes to, ensuring a measureable net gain for biodiversity and carbon sequestration and storage.</p>	<p>Planning Document (SPD) and not a Good Design Guide.</p> <p>The draft SPD provides further details to policies ENV3, SD1 & SD2. SD2 specifically relate to meeting the challenge of climate change.</p> <p>Section 2.7.0: Sustainable Design and Construction provides further guidance relating specifically to criteria (s) and (t) of Policy ENV3.</p> <p>No change to SPD required.</p>
James Langler, Historic England	<p>Historic England has been unable to respond to the consultation on this occasion.</p>	<p>Noted.</p> <p>No change to SPD required.</p>
Frances Edwards, Environment Agency	<p>The National Model Design Code provides a good starting point to help LPAs achieve good design that can reduce flood risk, improve the water environment and promote good waste management in their local design guides and codes.</p> <p>Section 2.1.0 Context, ENV3 Criterion (a) encourages the recognition of a need to deliver blue as well as green infrastructure, as well as ensuring that development includes measures to mitigate the impact of climate change and contributing towards biodiversity net gain, demonstrated through use of the Defra Biodiversity Metric.</p> <p>Recommend that an additional paragraph is included to recognise the need to consider the Humber River Basin Management Plan (RBMP)</p>	<p>Noted. Paragraph 1.4.6 provides guidance on the National Design Guide and Code and explains the role of local guide and codes. The draft SPD states that while policy ENV3 predates the National Design Guide and Code, this policy and contents of the draft SPD are consistent with both these national design documents, providing the Craven perspective on achieving well designed places.</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
	<p>and the Water Framework Directive (WFD) for development adjacent to river environments.</p> <p>Section 2.7.0 Sustainable Design and Construction, ENV3: Criterion (t) - All developments should take appropriate measures to reduce flood risk and include flood resilience. Guidance should be incorporated in line with your Local Plan documents. Suggest the Council considers the ADEPT guidance on 'Preparing for a Changing Climate: Good Practice Guidance for Local Government', which is designed to assist local government with preparing for the impacts of change adaptation.</p>	<p>Support welcomed.</p> <p>Criterion (a) of policy ENV3 requires development should be based on a proper understanding of environmental features, including both natural and built elements, such as landscape, topography, vegetation, open space, microclimate, tranquillity, light and darkness. Paragraphs 2.1.3 to 2.1.7 provides further detail on each of these elements.</p> <p>The Council is currently drafting a Green Infrastructure & Biodiversity SPD, which will provide the necessary further guidance to adopted local plan policies ENV4 & ENV5, including guidance on BNG and the use of the metric. In addition, a draft SPD relating to Flood Risk & Water Management is also being prepared, which provides further guidance to policies ENV6 & ENV8. ENV8 specifically requires development to meet the requirements of the Water Framework Directive. Consultees, including the Environment Agency will have the opportunity to submit comment on theses</p>

Respondent	Summary of Issues raised	Council's Response and recommended changes to the SPD (shown in bold)
		<p>draft SPD during a period of public consultation scheduled to start later this year.</p> <p>No change to SPD required.</p>

PART 2: SECOND PUBLIC CONSULTATION ON DRAFT GOOD DESIGN SUPPLEMENTARY PLANNING DOCUMENT; PUBLICITY, REPRESENTATIONS RECEIVED AND COUNCIL'S RESPONSE

1. In line with regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Council's [Statement of Community Involvement](#) (SCI) 2022, the draft SPD was published on the Council's website, paper copies were placed at the Council's main offices and in libraries within the Craven Local Plan area. The Regulations require Local Planning Authorities to invite representations to be made on the draft SPD over a period of not less than four weeks. Public consultation on the second draft Good Design SPD ran for a period of four weeks from Tuesday 4th January until Tuesday 1st February 2022. Comments were invited to be submitted in writing, no later than Tuesday 1st February 2022 either by post or email.
2. The Council has developed a comprehensive local plan consultation database which includes specific and general bodies and individuals for consultation purposes. The [Subscriptions](#) web page on the Council's website allows individuals and organisations to submit their details and be entered onto the local plan consultation database, via Mailchimp at any time. All contacts within the local plan consultee database were notified of the draft Good Design SPD consultation by either postal or electronic mailshot. Consultees include:
 - Specific Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations, including Town and Parish Councils;
 - General Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations;
 - Individuals that have subscribed to receive details of spatial planning consultations.
3. A press release was issued by the Council the week commencing 20th December 2021. This was subsequently published in the Craven Herald & Pioneer newspaper on 23rd December 2021. The consultation was also promoted on social media (Twitter and Facebook). A copy of the press release is included at Appendix 2 to this report.

What issues were raised & How have they been addressed?

4. A total of 12 representations were received to the second round of public consultation. Table 2 below sets out who submitted the response, a summary of the main issues raised, the Council's response and how the issues raised have been addressed in the SPD together with details of any changes to the SPD, where appropriate.

Table 2: Summary of the issues raised by respondents during the second round of public consultation, the Council's response and recommended changes to the SPD

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
Councillor Andy Brown	<p>Under section 2.7.9 about sustainable design, there is no mention of the potential for installing heat exchange units. Developers are asked to explore the potential for solar panels but not for the full range of available technologies. The potential for larger estates to use collective ground source units also needs to be mentioned. Potential use of battery storage to even out demand would also be well worth mentioning in this paragraph.</p> <p>There is also little sign of exploration of transport considerations with regard to sustainable design. For example, reminding developers of the need to ensure adequate electric vehicle charging points is not explored despite it being mentioned in other parts of the local plan.</p>	<p>Policy ENV3(j), (k) and (l) promote walking and cycling. In the SDCS guidance note (Appendix C of the draft SPD), the Travel & Transport section refers to access to public transport and provision of Electric Vehicle Charging Points. Appendix C also refers to policies with travel and transport elements other than ENV3, such as Policies SP4 and INF7.</p> <p>References to other available sustainable energy technologies can be accommodated. The reference to adequate electric vehicle charging points can be included.</p> <p>Change to SPD – additional sentence of paragraph 2.7.9 as follows: “A heat exchange unit is also a potential option, and larger housing estates can potentially utilise collective ground source units. Battery storage can be utilised to even out demand. An appropriate number of electric vehicle charging points should be made available within both residential and commercial developments.”</p>
Marine Management Organisation	Standard advice regarding marine licensing, marine planning, and minerals and waste plans and local aggregate assessments.	The standard advice is noted. No change to SPD required.
The Canal & River Trust	Having reviewed the document, the amendments have been made in response to comments made previously with respect to the first draft. These changes, including the additional text to 2.1.21; amendments to 2.2.3; and additional text to 3.1.1 will help make the	The comments are noted and the acknowledgements welcomed. No change to SPD required.

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	document more effective in promoting good design.	
North Yorkshire Police	It is pleasing to note that the suggestions made in relation to the original draft document have been taken into consideration and adopted.	The comments are noted and the acknowledgements welcomed. No change to SPD required.
Bradley Parish Council	<p><u>General Comments and the relationship to the emerging Neighbourhood Development Plan:</u> The draft SPD only mentions Neighbourhood Development Plans (NDPs) within the requirements for Sustainable Design and Construction Statements (page 57). Consider that the SPD ought to explain that applicants will need to refer to any design policies in NDPs that are in force given that they will form part of the Development Plan for the area.</p> <p><u>Comments on Part 2 – Conforming with Policy ENV3: Good Design:</u> Although the draft SPD refers to national space standards it does not provide guidance on appropriate distances between new and existing development. Suggested that the SPD references the need to conform with any locally set standards or guidance which might better reflect local circumstances.</p>	<p>This SPD conforms to the relevant policy of the local plan, in this case Policy ENV3. Reference can be made to design policies in made NDPs where they are relevant geographically to an application. Change to SPD – a new paragraph 1.1.5 with wording as follows: “Once made or adopted, neighbourhood plans form part of the development plan. It will therefore be necessary for development proposals to comply with any good design policies in neighbourhood plans where they exist and cover the location where development is proposed.”</p> <p>The guidance on protecting amenity provided in the draft SPD is appropriate to and commensurate with the requirements of Policy ENV3, which does not set specific separation distances to be achieved between existing and new development. Separation distances would be a new policy requirement and cannot be introduced in a SPD. As stated above, attention will be drawn to neighbourhood plans and the need to comply with any design policies they contain, which may include policies that set local separation distances. No change to SPD required.</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>The draft SPD (paragraph 2.1.16) encourages applicants to use the Building for Life 12 assessment tool when preparing designs as a way of demonstrating compliance with Local Plan policy ENV3. Suggest that reference is instead made to the Building for Healthy Life assessment tool which has updated Building for Life 12.</p> <p><u>Comments on Part 3 – Preparing and Submitting Planning Applications</u> Acknowledge that Part 3 of the draft SPD references the NPPF's requirements in para 132 for early discussion between applicants, the local planning authority and community about the design and style of emerging schemes. Consider that more emphasis is required within the document to require applicants to effectively and meaningfully engage with local communities throughout the design process. This is set out in paragraph 126 of the NPPF and should be referenced in the SPD. Request that the SPD includes a requirement that applicants demonstrate how they have effectively engaged with communities and how final scheme designs have reflected and taken on board the views of the local community.</p> <p>The SPD signposts a range of external design tools and guidance including the National Design Guide, National Model Design Code and Design Council's Building for Life Strategy. Consider that the SPD ought to reference the Building for Healthy Life assessment tool, updating Building for Life 12.</p>	<p>Paragraph 2.1.16 can be amended to include reference to the Building for Healthy Life assessment tool. Change to SPD – amended first two sentences of paragraph 2.1.16 (now 2.1.17) as follows: <i>“A key set of the Design Council's Building for Life criteria focuses on the theme of local distinctiveness. The <u>Building for Healthy Life assessment tool</u> has updated Building for Life 12.</i>”</p> <p>Paragraph 3.4.1 covers the merits of community engagement, and encourages early community involvement and consultation on a scheme. The SPD is to reference the Building for Healthy Life assessment as mentioned above. The suggested requirement that applicants demonstrate how they have effectively engaged with communities and how final scheme designs reflect this is beyond the requirements of Policy ENV3 and, therefore, cannot be included in the SPD. However appropriately worded text on this subject can be included. Change to SPD – penultimate sentence of paragraph 3.1.2 is now as follows: “Both paragraphs 126 & 132 of the NPPF promote that design quality should be considered throughout the evolution and assessment of individual proposals.”</p> <p>Change to SPD – the first sentence of paragraph 3.4.1 is now as follows: “Paragraphs 126 and 132 of the NPPF state that the design quality should be considered throughout the evolution and assessment of individual proposals, with community engagement and</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
		<p><i>participation at the forefront of good design efforts."</i></p> <p>The third sentence of paragraph 3.4.1 is now as follows: <i>"One of the Council's local validation requirements for major development, development that is judged to be locally significant and when development is classified as a departure from the current development plan is the preparation of a <u>Community Involvement Statement</u>, which sets out the level and nature of consultation that has been undertaken with the community in the formulation of a development proposal prior to the submission of a planning application."</i></p>
CPRE NY (The Countryside Charity, North Yorkshire)	CPRENY has no additional comments to make.	No change to SPD required.
The Coal Authority	Records indicate that within the Craven District Council area there are coal mining features at surface and shallow depth including; mine entries, shallow workings and reported surface hazards. The Yorkshire Dales National Park covers a large part of the district. This current consultation relates to a Good Design SPD and the Planning team at the Coal Authority have no specific comments to make on this document.	<p>The comments are noted.</p> <p>No change to SPD required.</p>
Sport England	Raised the issues of Active Design in our previous representation. Welcome the inclusion of Active Design within the second draft of the SPD to support the aim of Policy ENV3. Suggest that this section of the SPD could be enhanced	Support welcomed for the inclusion of Active Design information in this draft. The graphic as described can be included. Change to SPD – graphic to illustrate the

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>by the addition of a graphic to illustrate the principles of Active Design, as Wakefield Council have done in their Development Strategy, Strategic and Local Policies document – see the appendix. As more Local Planning Authorities in England have incorporated the principles of Active Design, examples of good practice have emerged since Sport England's previously provided comments.</p> <p>Make the following additional comments in respect of the draft SPD: <u>The inclusion of health impact assessment in planning submissions</u> The SPD can include a paragraph that applicants for planning applications will be expected to demonstrate how they have incorporated the principles of Active Design (and the wider health issues raised elsewhere in the SPD) through the submission of a Health Impact Assessment or Movement and Access Strategy (or similar document). Please see: https://www.gov.uk/government/publications/health-impact-assessment-in-spatial-planning</p> <p><u>The use of planning conditions in outline planning applications</u> Outline planning applications can contain limited details in respect of design and layout, particularly where these matters are reserved.</p> <p>In order to ensure that outline planning applications incorporate the principles of Active Design and therefore follow the Active Design guidance in the SPD, the SPD should also state that in the case of outline planning applications, the LPA will consider the use of a planning condition to secure the principles of Active Design in any reserved matters planning application. An example condition is provided in the submission.</p>	<p>principles of Active Design is included in a new Appendix E.</p> <p>Policy ENV3 does not include specific requirements for assessments, strategies or planning conditions related to Active Design and no such policy requirements can be introduced in the SPD. However, with the changes already made and the further change agreed above, it is considered that the SPD will provide an appropriate level of guidance on Active Design commensurate with the policy requirements of Policy ENV3. No change to SPD required.</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
United Utilities	<p><u>Our Assets:</u> It is important to outline to the LPA the need for our assets to be fully considered in development proposals. We will not normally permit development over or in close proximity to our assets. All United Utilities' assets will need to be afforded due regard in the master planning and detailed design process for a site. This should include careful consideration of landscaping, sustainable drainage and biodiversity proposals in the vicinity of our assets; any changes in levels; and any proposed crossing points (access points and services). The LPA should include stronger references in the consultation document to the importance of fully understanding site constraints associated with utility assets as soon as possible, ideally before any land transaction is negotiated, so that the implications of utility assets on the design of development can be fully understood. Where our assets exist on a site, we ask site promoters to contact United Utilities to understand any implications using the above contact details.</p> <p><u>Water Management:</u> United Utilities would wish to highlight its support for any design guidance which includes sustainable water management. Sustainable surface water management and the efficient use of water should be critical elements of any such guidance. Encourage policies on water management to be intrinsically linked to wider policies in the Local Plan and the emerging Flood Risk and Water Management SPD, including those relating to the detailed design of new developments and the provision of green and blue infrastructure.</p> <p>Keen to ensure any water management policies within the SPD gives appropriate emphasis to green and blue infrastructure, natural flood management</p>	<p>Policy ENV3 does not include specific requirements relating to United Utilities assets, and no such policy requirements can therefore be introduced in the SPD. Nevertheless, the SPD can include stronger references in the consultation document to the importance of applicants fully understanding site constraints associated with utility assets as soon as possible. Change to SPD – additional paragraph 2.1.13 with the following wording: “It is important for applicants to fully understanding site constraints associated with utility assets as soon as possible when planning the application, ideally before any land transaction is negotiated. This is so the implications of utility assets on the design of development can be fully understood. For example, where the assets of United Utilities exist on a site, United Utilities ask site promoters to contact them to understand any implications.”</p> <p>There are linkages between this SPD and the emerging Flood Risk & Water Management SPD and the emerging Biodiversity & Green Infrastructure SPD. No change to SPD required.</p> <p>Guidance relating to water management (Policy ENV8) is provided in the emerging Flood Risk & Water Management SPD. No change to SPD required.</p> <p>Guidance relating to green infrastructure (Policy ENV5) is provided in the emerging Biodiversity & Green Infrastructure SPD. No change to SPD required.</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>techniques, multi-functional sustainable drainage, designing new development so that it is resilient to the challenges of future climate change and the incorporation of water supply efficiency measures. Supportive of the reference to 'Building for Life', however, this has recently been updated to 'Building for a Healthy Life A Design Toolkit for Neighbourhoods, Streets, Homes and Public Spaces'. Particularly supportive of the reference that Building for a Healthy Life makes to working with the contours of land, which should include a clear understanding of any naturally occurring flow paths and exceedance paths for storm water as well as from existing and proposed drainage. Also supportive of the reference that Building for a Healthy Life makes to the need to design sustainable drainage in accordance with the four pillars of sustainable drainage which are water quantity, water quality, amenity and biodiversity. Recommend that these four pillars are explicitly referred to in the submitted design guidance. Sustainable water management is an early consideration in the design process which should be linked to the approach to design especially landscaping and biodiversity.</p> <p>Green infrastructure can help to mitigate the impacts of high temperatures, combat emissions, maintain or enhance biodiversity and reduce flood risk while being an important design aspect of the future lives of residents. Green / blue infrastructure and landscape provision play an important role in managing water close to its source. If the necessary link between green/blue infrastructure, surface water management, landscape design and biodiversity is outlined as a strategic requirement, it will help ensure that sustainable surface water management is at the forefront of the design process.</p>	

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p><u>Development next to Wastewater Treatment Works and Pumping Stations</u></p> <p>Careful consideration is urged of existing wastewater treatment works and pumping stations. Wastewater treatment works are key infrastructure for the district which may need to expand in the future to meet growth needs or respond to new environmental drivers. Maintaining a space around a treatment works is desirable to respond to future investment requirements.</p> <p>It is more appropriate to avoid development being located close to a wastewater treatment works, in line with the 'agent of change' principle set out at paragraph 187 of the NPPF. Paragraph 187.</p> <p>Paragraph: 005 Reference ID: 34-005-2014036 states that plan-making may need to consider whether new development is appropriate near to sites used (or proposed) for water and wastewater infrastructure (for example, odour may be a concern). The 'agent of change principle' applies to impacts such as odour and noise and would suggest wording within the Good Design SPD (included in submission). Request that the section on Odour makes specific reference to Guidance on the Assessment of Odour for Planning 2018 v.1.1 which is produced by the Institute of Air Quality Management.</p>	<p>Policy ENV3 does not include specific requirements for space to be maintained around United Utilities assets, and no such policy requirements can therefore be introduced in the SPD. However, appropriate text can highlight the importance of wastewater treatment works in this respect.</p> <p>Change to SPD – an additional paragraph 2.1.27 with the following wording: “<i>Paragraph 187 of the NPPF requires that new development is integrated effectively with existing businesses and community facilities. Where the operation of an existing business or community facility could have a significant adverse effect on new development in its vicinity, the applicant should be required to provide suitable mitigation before the development has been completed. In terms of potential odour impacts, the applicant is directed to the Guidance on the Assessment of Odour for Planning which is produced by the Institute of Air Quality Management. This document provides guidance on the approach to odour in the planning system</i>”.</p> <p>Change to SPD – additional paragraph 2.1.28 with the following wording: “<i>Wastewater treatment works are key infrastructure which may need to expand in the future. Utility companies therefore advise applicants to take account of this by maintaining space around wastewater treatment works in their development proposals. Applicants are also advised that it may be more appropriate to avoid development being located close to a wastewater treatment</i></p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p><u>Landscaping and Public Realm Improvements:</u> Request that the SPD gives further thought to the proposed approach to landscaping and public realm improvements. Encourage the proposed approach to landscaping and public realm improvements to be evaluated to identify opportunities for landscaping to be integrated with sustainable surface water management design objectives. The evaluation of surface water management opportunities</p>	<p><i>works, in line with the 'agent of change' principle set out at paragraph 187 of the NPPF."</i></p> <p>The points raised here focus on the issue of amenity and therefore relate to Policy ENV3 (e) and (f). Change to SPD – the fourth sentence of paragraph 2.1.22 (now 2.1.24) is to read as follows (to better correspond with paragraph 5.40 of the supporting text to ENV3): “The benefit enjoyed depends on the quality of space, and this quality relates to a number of factors, including location, size, orientation, sounds, noise, smell, accessibility and enclosure”.</p> <p>The relationship between landscaping, public realm improvements and SuDS is discussed within the emerging Flood Risk & Water Management SPD. No change to SPD required.</p> <p>Guidance on SuDS and water re-use opportunities is provided in the emerging Flood Risk & Water Management SPD. Policy ENV3 (t) requires development to take all reasonable opportunities to reduce water use, but does not require development to meet the higher National Housing Standard for water consumption. This would be a new policy requirement and, as such, cannot be introduced in the SPD. Guidance on how to take all reasonable opportunities to reduce water use is included in the note on Sustainable Design and Construction Statements contained in Appendix C of the SPD. No change to SPD required.</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>should be undertaken early in the design process.</p> <p>The SPD should clearly outline the need for the design of the public realm to incorporate SuDS opportunities such as:</p> <ul style="list-style-type: none"> - permeable surfacing; - swales; and - bioretention tree pits/rain gardens. <p>Encourage water re-use opportunities in redevelopment proposals such as grey water recycling. Recommend the additional wording as part of the SPD as suggested in the submission.</p> <p>Water Efficiency: Recommend that the Good Design SPD includes a requirement for new development to be built to the optional water efficiency standard prescribed in Building Regulations. Recommend the following additional wording as part of the SPD:</p> <p><i>New dwellings will be required to meet the higher National Housing Standard for water consumption of 110 litres per person per day.</i></p> <p>Surface water should be managed as close to its source as possible. There are opportunities such as rainwater recycling, green roofs and water butts and we would encourage the LPA to embrace all water efficiency measures. Modern design techniques can promote measures for water recycling to reduce the impact on infrastructure requirements.</p>	
Historic England	<p>Support the intention of the document and welcome the emphasis that the Council places on ensuring that new developments are of a high-quality design and build, which is informed by local character and distinctiveness, and helps to conserve the historic environment.</p> <p>Page 11 Paragraph 2.1.1 & 2.1.2: welcome the acknowledgement that heritage has a strong influence on</p>	<p>The support for the document content is welcomed. No change to SPD required.</p> <p>The reference can be included for designers to develop an understanding of the local context</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>context and distinctiveness and that, as a starting point for any good design, it is important for the designer to understand these. Also welcome the link made to the Council's Conservation Area Appraisals. However, not all areas are covered by a Conservation Area, but it will still be important for designers to develop an understanding of the local context and distinctive elements of the place in order to inform their designs.</p> <p>Page 12 Paragraph 2.1.3: welcome the reference made to Local Plan Policy ENV2: Heritage.</p> <p>Page 13 Paragraph 2.1.9: request an amendment to the final sentence of this paragraph as follows: <i>"Traditional designs need not always be replicated to be followed carefully in conservation areas or with extensions to listed buildings, provided that their significance is conserved and wherever possible enhanced by the design solution."</i> Whilst it is not always necessary to follow traditional designs when dealing with heritage assets, the careful consideration of alternatives is certainly necessary to ensure that they are compatible with, and sympathetic to, the significance of the asset.</p> <p>Page 14 Paragraph 2.1.15: support the assertion that existing natural features and local heritage resources can help give shape to a development and integrate it into the wider area, reinforce and sustain local distinctiveness, reduce its impact on nature and contribute to a sense of place.</p> <p>Page 15 Paragraph 2.1.18: support the statement that an area's heritage is a key element of its character and distinctiveness, and welcome the links provided to information on Craven's conservation areas. Suggest that</p>	<p>and distinctive elements of the place as described. Change to SPD - add the following sentence in paragraph 2.1.2 as follows: <i>"In parts of Craven not covered by a Conservation Area, it will still be important for designers to use the guidance contained in this SPD to help them develop an understanding of local context and distinctiveness in order to inform their designs."</i></p> <p>Support is welcomed for paragraph 2.1.3.</p> <p>This suggested amendment in 2.1.9 can be accommodated. Change to SPD - amend the final sentence in paragraph 2.1.9 as follows: <i>"Traditional designs need not always be replicated in conservation areas or with extensions to listed buildings, provided that their significance is conserved and, wherever possible, enhanced by the design solution."</i></p> <p>Support is welcomed for paragraph 2.1.15.</p> <p>Support is welcomed for paragraph 2.1.18. The reference mentioned can be included. Change to SPD – altered text in paragraph 2.1.18 (now 2.1.19) as follows: <i>"In seeking to enhance local distinctiveness, an area's</i></p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	reference is also made to the numerous other heritage assets, designated and non-designated, in the district (including 1,594 listed buildings and 165 scheduled monuments) – perhaps with a link to the National Heritage List For England https://historicengland.org.uk/listing/the-list/ .	<i>heritage value is a key element of an area's overall local character and distinctiveness. In Craven, there are numerous heritage assets, designated and non-designated, including within the plan area, 888 listed buildings, 31 scheduled monuments, 29 conservation areas, and 2 registered parks and gardens. Further information is available from the National Heritage List for England, and conservation area boundaries are shown in the Policies Map of the local plan</i>
Environment Agency	It is noted that following our previous comments to the first draft that Craven DC consider no changes are required to the SPD. It is noted that you refer to the other new SPDs in development will cover most of our comments. Encourage Craven DC to ensure appropriate cross-referencing between the SPDs and Local Plan documents is included in all the emerging SPDs to ensure that they are read as a whole and to aid users of the documents with appropriate signposting.	Appropriate cross-referencing and signposting to the other relevant SPDs are included, namely to the Flood Risk & Water Management SPD and the Biodiversity & Green Infrastructure SPD. No change to SPD required.
Skipton Town Council	The proposals are broadly welcome with particular emphasis on the importance of designing sustainability into buildings from the outset by using sustainable building materials and reducing energy requirements for the lifetime of the building.	The support for the document is welcomed. No change to SPD required.

Craven Herald Press Release – 16th September 2021

Appendix 2

Craven Herald Press Release (text from website) – 23rd December 2021

Comments to be invited on flooding and homes for rural workers policies

23rd December 2021

CRAVEN residents are being invited to comment on policies of the area's local plan including flooding and homes for rural workers.

A four week consultation will get underway in the new year on draft Supplementary Planning Documents (SPDs) of the Craven Local Plan, which was adopted by Craven District Council two years ago at the end of 2019.

The consultation will invite people to comment on first drafts of supplementary documents on flood risk and water management; and also on green infrastructure and biodiversity, and will be used to add further detail to the local plan.

Also out for consultation are second draft documents on good design and rural workers' dwellings.

The Craven Local Plan will be used to assess and decide planning applications and how land is used in the area outside the Dales national park up until 2032.

The four Supplementary Planning Documents will add further detail to the relevant policies of the local plan and once adopted should help those submitting planning applications to the council.

The public consultation will run from Tuesday, January 4 until February 1. To find out more, from January 4, visit: www.cravenc.gov.uk/spatialplanningconsultations. Paper copies will also be available at the council offices, Belle Vue Square, Skipton, and at libraries.

The Spatial Planning Team can be contacted by emailing spatialplanning@cravenc.gov.uk.

<https://www.cravenherald.co.uk/news/19804618.comments-invited-flooding-homes-rural-workers-policies/>

Appendix D

Habitat Regulations Assessment Screening Report

**Prepared in relation to the adoption of the
Good Design Supplementary Planning Document
of Craven District Council
Presented to the Council's Policy Committee on the 21st June 2022**

Prepared by David Feeney, B.E. (Environmental), MRUP, MSc

Prepared for Craven District Council, and reviewed by RP

Completion Date: March 2022

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Note for readers:

The author as named has prepared this report for the use of Craven District Council. The report conclusions are based on the best available information, including information that is publicly available. This information is assumed to be accurate as published and no attempt has been made to verify these secondary data sources. This report was first prepared in November 2021, with this second iteration dated March 2022. It is subject to and limited by the information available during this time. This report has been prepared with all reasonable skill, care and diligence within the terms of the contract with the client. The author accepts no responsibility to third parties of any matters outside the scope of the report. Third parties to whom this report or any part thereof is made known rely upon the report at their own risk.

1. HRA Purpose and Legislative Background

1.1 Purpose of the HRA Screening Report

1.1.1 This screening report has been prepared to determine whether the Good Design Supplementary Planning Document (SPD) prepared by Craven District Council should be subject to a Habitat Regulations Assessment (HRA) Appropriate Assessment or further assessment.

1.2 Legislative Background

1.2.1 A Habitat Regulation Assessment (HRA) refers to the several distinct stages of assessment which must be undertaken in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended). These undertaken stages determine if a plan or project may affect the protected features of a habitats site before deciding whether to undertake, permit or authorise it. Hence, these regulations are for all plans and projects which may have likely significant effects on a designated international site or sites, and are not directly connected with or necessary to the management of the designated site.

1.2.2 These designated international sites feature Special Areas of Conservation (SACs), Special Protection Areas (SPAs), and Ramsar sites. The SAC is defined in the Habitats Directive (92/43/EEC) and it is designated to protect habitats and species listed in Annex I and Annex II of the directive, which are considered to be of European and national importance. The SPA focuses on safeguarding the habitats of migratory birds and particularly certain threatened birds. A Ramsar site is a wetland site designated to be of international importance under the Ramsar convention. As a matter of Government policy, the HRA is also required for candidate SACs, potential SPAs, and proposed Ramsar sites for the purposes of considering plans or programmes which may affect them.

1.2.3 In the Planning Practice Guidance (PPG), paragraphs 65-001 to 65-010 give guidance on the use of Habitat Regulations Assessment. In paragraph 65-002, it states: *"if a proposed plan or project is considered likely to have a significant effect on a protected habitats site (either individually or in combination with other plans or projects) then an appropriate assessment of the implications for the site, in view of the site's conservation objectives, must be undertaken"* and *"a significant effect should be considered likely if it cannot be excluded on the basis of objective information and it might undermine a site's conservation objectives."*

2. Overview of the Good Design SPD

2.1 Relationship with the Local Plan

2.1.1 Under the Planning & Compulsory Purchase Act 2004, policy guidance can be provided in Supplementary Planning Documents (SPDs). In line with the National Planning Policy Framework (NPPF), this SPD provides further guidance on good design for proposed development in the Craven Local Plan area, and provides further detail to help explain the objectives relating to the following policies of the Craven Local Plan (2012 – 2032), which was adopted in November 2019:

- Policy ENV3: Good Design
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the challenge of climate change

The SPD hence supports the local plan and is produced in accordance with the procedures introduced by the 2004 Act.

2.1.2 Unlike the local plan itself, the SPD is not examined by an inspector, but it is subject to a public consultation process before being formally adopted by elected Council Members in a Council resolution. The SPD will be a material consideration in planning decisions.

2.2 The content of the Good Design SPD

2.2.1 The concept of good design cuts across all adopted local plan policies; hence all new and proposed development should be founded on good design principles. The aim of policy ENV3 is to ensure that development in Craven results in positive change in design terms, which benefits the local economy, environment and quality of life, including health and well-being.

2.2.2 Policy ENV3 and the content of the SPD focuses on the good design subject areas of context, distinctiveness, permeable, sense of place, backcloths and landmarks, public realm, and residential amenity. Discussions about good design are encouraged in this SPD between designers, their clients and Craven District Council.

3. The Screening Process and Conclusions

3.1 Habitat Regulations Assessment Stages

3.1.1 The Habitats Directive sets out various stages of the HRA process, and the relevant plan or programme must be analysed under the relevant stage(s) as deemed suitable based on the likelihood and severity of significant effects. These stages are listed and explained as follows:

- **Stage 1 – Screening:** To test whether a plan or project either alone or in combination with other plans and projects is likely to have a significant effect on an international site;
- **Stage 2 – Appropriate Assessment:** To determine whether, in view of an international site's conservation objectives, the plan (either alone or in combination with other projects and plans) would have an adverse effect (or risk of this) on the integrity of the site with respect to the site structure, function and conservation objectives. If adverse impacts are anticipated, potential mitigation measures to alleviate impacts should be proposed and assessed;
- **Stage 3 – Assessment of alternative solutions:** Where a plan is assessed as having an adverse impact (or risk of this) on the integrity of an international site, there should be an examination of alternatives (e.g. alternative locations and designs of development); and
- **Stage 4 – Assessment where no alternative solutions remain and where adverse impacts remain:** In exceptional circumstances (e.g. where there are imperative reasons of overriding public interest), compensatory measures to be put in place to offset negative impacts.

3.2 The Craven Local Plan and the HRA

3.2.1 A HRA Appropriate Assessment has been produced for the Craven Local Plan, which is available to view at <https://www.cravendc.gov.uk/media/8742/final-hra-appropriate-assessment-report-november-2019.pdf>. During the early stages of the local plan's preparation, a Screening Assessment Report was prepared in 2016 to determine the requirement for an Appropriate Assessment. As the draft plan process evolved, the emerging spatial strategy, allocated sites, housing growth options and policies were subject to change in content, and at the time of completion, the Screening Assessment could not rule out potential significant effects on relevant internationally designated sites. An Appropriate Assessment report was hence deemed suitable to analyse all of the plan's updated elements, as part of the continued interaction of the Habitats Regulations Assessment process with the evolving local plan.

3.2.2 Under this process, a number of iterations of the Appropriate Assessment were prepared to support each key stage of the local plan's progression to adoption. The final Appropriate Assessment iteration was published to coincide with the adoption of the local plan in November 2019. It was the conclusion of the HRA that the chosen spatial strategy, housing growth option, policies and allocated sites chosen by the adopted Craven Local Plan would not have any adverse impacts on the designated European sites in terms of their ecological integrity.

3.3 Determination of any significant effects relating to the SPD

3.3.1 The aforementioned HRA process for the adopted Craven local plan assessed whether the plan was likely to have significant effects on international sites that are partially inside the local plan boundary, adjacent to the boundary, or thought important through being potentially affected (e.g. downstream of a water body). A full determination cannot be made until the statutory consultation body Natural England has been consulted. The international sites which are relevant for the Craven Local Plan and any associated SPDs include Special Areas of Conservation (SACs), Special Protection Areas (SPAs), and Ramsar sites, and are listed in alphabetical order as follows:

- Bowland Fells SPA
- Craven Limestone Complex SAC
- Ingleborough Complex SAC
- Leighton Moss SPA and Ramsar site
- Malham Tarn Ramsar site
- Morecambe Bay Pavements SAC and Morecambe Bay SPA
- North Pennine Dales Meadows SAC
- North Pennine Moors SAC and North Pennine Moors SPA
- South Pennine Moors SAC and South Pennine Moors (Phase 2) SPA

3.3.2 The HRA for the local plan took into account both the extent of the housing and economic growth for the plan area. It concluded that the growth planned could be accommodated without causing significant affects either alone or in combination on any of the aforementioned internationally designated sites. Paragraph 194 of the Craven Local Plan's [Inspector's Report](#) (09 October 2019), concludes that the policies and allocations in the local plan would not cause any adverse effects on the integrity of these designated sites. Good design is intended to be implemented for all development

in Craven. Hence, the criteria of Policy ENV3: Good Design and other policies relevant to this SPD have already been considered in the appropriate assessment of the local plan.

3.3.3 All adopted Craven Local Plan policies, including those policies listed at section 2.1 above were analysed in the Sustainability Appraisal (SA) and HRA of the local plan and in the plan's examination, where they were judged to be a sound and suitably evidenced based policy fit for its purpose. The policies listed at paragraph 2.1.1, in terms of the type and amount of development they seek and promote, are not deemed to cause any adverse effects on these internationally designated sites.

3.4 Screening outcome

3.4.1 This screening report has assessed the potential effects of the proposed Craven District Council Good Design SPD, with a view to determining whether an Appropriate Assessment (Stage 2) or further stage in the HRA process is required under the Habitats Directive. The Good Design SPD provides further guidance to relevant policies in the Craven Local Plan, therefore it is closely related. Proposals in the SPD, including requirements for development, refer to policies set out in the district's local plan, but do not propose policies themselves. The Good Design SPD does not create new policies, but instead it provides further guidance to relevant adopted Craven Local Plan policies. Hence, in line with the HRA of the local plan, the Good Design SPD is not likely to cause any significant effects alone or in combination on the designated international sites. Therefore, it is not necessary to move to the Stage 2 Appropriate Assessment or beyond.

3.5 Consultation with Statutory Body

3.5.1 This HRA screening report is subject to consultation with the statutory consultee of Natural England. The response from the statutory body is presented in Appendix I.

Appendix I: Response from Statutory Body

The following response from Natural England was received on 30 November 2021. The text related to the HRA Screening Report for this SPD is shown below. The advice regarding some of the wording of Section 3.4.1 has been incorporated into the body of text above.

“Natural England broadly agrees with the conclusions of the Good Design SPD Habitat Regulations Assessment Screening report. Based on the information provided, Natural England advises that the SPD is unlikely to have a likely significant effect on any European site, either alone or in-combination with other plans and projects, and can therefore be screened out from any requirement for further appropriate assessment.

Please note that, as highlighted in our comments on the Rural Workers Dwelling SPD HRA, Section 3.4.1 states “in line with the HRA of the local plan, the Good Design SPD will not cause any adverse effects alone or in combination on the designated international sites, in terms of their integrity.” The purpose of the Screening stage of the HRA process is to determine whether a plan or project, either alone or in combination with other plans and projects, is likely to have a significant effect on an international site. Therefore, the HRA Screening report should focus on likely significant effects and not draw conclusions about adverse effects on site integrity. We advise that this wording is revised.

Please note that relevant individual planning applications may still be subject to HRA Screening, if they are located in close proximity to European Sites.”

Appendix II: Acronyms

CDC	Craven District Council
CIL	Community Infrastructure Levy
EIA	Environmental Impact Assessment
NPPF	National Planning Policy Framework
PP	Policy or Programme
PPG	Planning Practice Guidance
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SEA	Strategic Environmental Assessment
SHMA	Strategic Housing Market Assessment
SPA	Special Protection Area
SPD	Supplementary Planning Document

Appendix D

Strategic Environment Assessment Screening Report

**Prepared in relation to the adoption of the
Good Design Supplementary Planning Document
of Craven District Council
Presented to the Council's Policy Committee on the 21st June 2022**

Prepared by David Feeney, B.E. (Environmental), MRUP, MSc

Prepared for Craven District Council, and reviewed by RP

Completion Date: March 2022

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Note for readers:

The author as named has prepared this report for the use of Craven District Council. The report conclusions are based on the best available information, including information that is publicly available. This information is assumed to be accurate as published and no attempt has been made to verify these secondary data sources. This report was prepared in November 2021, with this second iteration in March 2022. It is subject to and limited by the information available during this time. This report has been prepared with all reasonable skill, care and diligence within the terms of the contract with the client. The author accepts no responsibility to third parties of any matters outside the scope of the report. Third parties to whom this report or any part thereof is made known rely upon the report at their own risk.

1. SEA Purpose and Legislative Background

1.1 Purpose of the SEA Screening Report

1.1.1 This screening report has been prepared to determine whether the Good Design Supplementary Planning Document (SPD) prepared by Craven District Council should be subject to a Strategic Environmental Assessment (SEA).

1.2 Legislative Background

1.2.1 The basis for Strategic Environmental Assessment legislation is the European Directive 2001/42/EC (SEA Directive). This was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations). Detailed guidance of these regulations can be obtained via in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM, 2005).

1.2.2 The Planning Practice Guidance (PPG) discusses SEA requirements in relation to supplementary planning documents in paragraph 11-008. Here, the PPG states that: *"Supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the relevant strategic policies"* and later in the same section: *"Before deciding whether significant environment effects are likely, the local planning authority will need to take into account the criteria specified in schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 and consult the consultation bodies."*

1.2.3 Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects must be subject to an environmental assessment.

2. Overview of the Good Design SPD

2.1 Relationship with the Local Plan

2.1.1 Under the Planning & Compulsory Purchase Act 2004, policy guidance can be provided in Supplementary Planning Documents (SPDs). In line with the National Planning Policy Framework (NPPF), this SPD provides further guidance on good design for proposed development in the Craven Local Plan area, and provides further detail to help explain the objectives relating to the following policies of the Craven Local Plan (2012 – 2032), which was adopted in November 2019:

- Policy ENV3: Good Design
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the challenge of climate change

This SPD also closely relates to Policy ENV2: Heritage. The SPD hence supports the local plan and is produced in accordance with the procedures introduced by the 2004 Act.

2.1.2 Unlike the local plan itself, the SPD is not examined by an inspector, but it is subject to a public consultation process before being formally adopted by elected Council Members in a Council resolution. The SPD will be a material consideration in planning decisions.

2.2 The content of the Good Design SPD

2.2.1 The concept of good design cuts across all adopted local plan policies, hence all new and proposed development should be founded on good design principles. The aim of policy ENV3 is to ensure that growth in Craven results in positive change in design terms, which benefits the local economy, environment and quality of life, including health and well-being.

2.2.2 Policy ENV3 and the content of the SPD focuses on the good design subject areas of context, distinctiveness, permeable, sense of place, backcloths and landmarks, public realm, and residential amenity. Discussions about good design are encouraged in this SPD between designers, their clients and the Council.

3. The Screening Process and Conclusions

3.1 SEA Screening

3.1.1 Screening is the process for determining whether or not a SEA is required. For this process, it is necessary to determine if a plan will have significant environmental effects using the criteria set out in Annex II of the SEA Directive and Schedule I of the SEA Regulations. A full determination can be made after the three statutory consultation bodies of Historic England, the Environment Agency, and Natural England have been consulted.

3.1.2 The SEA Directive requires plans and programmes to be in general conformity with the strategic policies of the adopted development plan for the relevant area. Within 28 days of its determination, the plan makers must publish a statement, setting out its decision. If they determine that an SEA is not required, the statement must include the reasons for this. The table included in Appendix I uses questions based on content of the SEA Directive to establish whether there is a requirement for SEA for the Good Design SPD. The table included in Appendix II analyses the Good Design SPD using criteria set out in Annex II of the SEA Directive and Schedule I of the Regulations.

3.2 Determination of significant effects

3.2.1 Paragraph 9 of the SEA Directive states that: *“This Directive is of a procedural nature, and its requirements should either be integrated into existing procedures in Member States or incorporated in specifically established procedures. With a view to avoiding duplication of the assessment, Member States should take account, where appropriate, of the fact that assessments will be carried out at different levels of a hierarchy of plans and programmes.”* The policies of the Craven Local Plan have been subject to a full [Sustainability Appraisal](#) (SA). The SEA requirements are included under the approach to sustainability appraisal.

3.2.2 Therefore it is considered that the potential significant effects of the Good Design SPD, either individually or in combination with other plans and projects, have already been assessed in the SA of the local plan. A summary analysis of the potential effects of the SPD based on the key subject areas is shown in the following paragraphs to ensure that the SPD does not give rise to any new significant environmental effects. This analysis relates to that contained within the SA of the local plan.

3.2.3 Population and human health: The provision of good design in all developments is an important social objective, in that the provision of well-designed homes for local needs in the plan area is a significant aspect of social cohesion within the population of a local plan area. Good design in homes improves the general standard of both market and affordable housing across the local plan area, and it is hence positive for mental and physical health of residents. The aim of policy ENV3 is to ensure that growth in Craven results in positive change in design terms, which benefits the local economy, environment and quality of life, including health and well-being.

3.2.4 Biodiversity, flora and fauna: Policy ENV4 of the local plan focuses on biodiversity, and states that growth in housing, business, and other land uses on allocated and non-allocated sites will be accompanied by improvements in biodiversity. Conformity of development proposals with the policies covered in this SPD and principally Policy ENV3 can influence the provision of biodiversity through promoting appropriate landscaping surrounding the proposal's buildings, and will help to ensure that good designed development will then make a positive contribution towards achieving a net gain in biodiversity.

3.2.5 Climatic factors: Good designed development in terms of carbon reduction mechanisms can significantly reduce emissions that contribute to climate change. All proposed development in the Craven local plan area must conform to more sustainable construction and design practices promoted in Policy ENV3 - criteria (s) & (t), and also in Policy ENV7. These criteria can reduce the carbon outputs from proposed development in Craven, and within this policy, the advantages of sourcing local materials for construction are promoted.

3.2.6 Cultural heritage: There is not anticipated to be any significant effects on cultural heritage due to the need for conformity to the local plan's Policy ENV2 on heritage and Policy ENV3 on good design. Such policies set out and advise on architectural style, construction and materials requirements for development, and also principles for design. These policies will help to ensure new residential and commercial developments are not discordant with the existing setting.

3.2.7 Soil, water and air: New developments of all types must conform with Policy ENV6: Flood Risk, Policy ENV7: Land and Air Quality, and Policy ENV8: Water Resources, Water Quality and Groundwater. There is not anticipated to be any significant effects on soil, water and air as proposed developments will need to meet with the criteria of such policies in order to gain planning permission.

3.2.8 Landscape: As noted, all proposed development in the Craven local plan area must conform to more sustainable construction and design practices promoted in Policies ENV3 and ENV7. Good design in development is focused on a more harmonious integration of new proposals with existing development and the surrounding local landscape. Hence, there should be mitigation of landscape impacts in place when planning for new developments.

3.2.9 Material assets: The material assets topic considers social, physical and environmental infrastructure, and hence this paragraph should be read alongside the previous subjects in this section. Policies in the local plan are likely to help ensure that arrangements are put in place to upgrade existing off-site infrastructure in line with new developments coming forward, where appropriate. Critical existing infrastructure and services will be likely to have the capacity to deal with increased demands for their services, in part supported by the implementation of the Community Infrastructure Levy (CIL), if adopted by the Council.

3.3 Screening outcome

3.3.1 Proposals in the Good Design SPD, including requirements for development, refer to policies set out in the district's local plan which have been through sustainability appraisal, which include SEA requirements. An Appropriate Assessment of the local plan was undertaken and it concluded that the plan's contents would not have any adverse impacts on the integrity of any designated European site or SEA objective. Therefore, a full SEA is not required for this SPD under the SEA Directive.

3.3.2 The SPD provides further guidance to relevant policies in the Craven Local Plan, principally policy ENV3, therefore it is closely related to the local plan. The SPD will not have any adverse effects on an internationally designated site such as a Special Protection Area (SPA) or Special Area of Conservation (SAC), above and beyond any significant effects that the local plan is likely to have, either individually or in combination with other plans and projects. Therefore, the SPD will not trigger the need for a SEA in this regard. Further analysis and more information on these designated European sites relevant to Craven are available in the HRA Screening Report for the Good Design SPD. This SPD will not have any adverse social impacts, and indeed as previously explained, working with good design principles for proposed development should have overall positive impacts for the population of Craven.

3.3.3 This screening report has assessed the potential effects of the Craven District Council Good Design SPD, with a view to determining whether an environmental assessment is required under the SEA Directive. In accordance with topics cited in Annex 1(f) of the SEA Directive, significant effects on the environment are not expected to occur as a result of the SPD. It is recommended that the Good Design SPD should be screened out of the SEA process.

3.4 Consultation with Strategic Bodies

3.4.1 This SEA screening report is subject to consultation with the statutory consultees of Historic England, The Environment Agency, and Natural England. Responses from the statutory bodies are presented in Appendix III.

Appendix I: Establishing whether there is a need for SEA

Stage	Discussion	Answer
1. Is the plan or programme subject to preparation and/or adoption by a national, regional or local authority or prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Article 2(a))	The Good Design SPD has been prepared by and will be adopted by Craven District Council to give detail and guidance on local plan contents which are relevant to this SPD, predominately Policy ENV3 on good design.	Yes
2. Is the plan or programme required by legislative, regulatory or administrative provisions? (Article 2(a))	Paragraph 6.3 of the adopted Craven Local Plan refers to the intended production of the Good Design SPD. When the Good Design SPD is adopted, it will be a material consideration but it will not be part of the adopted Local Plan.	Yes
3. Is the plan or programme prepared for agriculture, forestry, fisheries, energy industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, and does it set a framework for future development consent of projects in Annexes I and II to the EIA Directives? (Article 3.2(a))	It is a SPD prepared for town and country planning and land use, and provides detail to the local plan policy framework for future consent of projects listed in Schedule II of the EIA Directive.	Yes
4. Will the plan or programme, in view of its likely effect on sites, require an assessment for future development under Article 6 or 7 of the Habitats Directive? (Article 3.2(b))	The Good Design SPD is not anticipated to have an adverse effect on any designated European sites relevant to the Craven local plan area, in terms of their ecological integrity.	No
5. Does the plan or programme determine the use of small areas at local level, or is it a minor modification of a plan or programme subject to Article 3.2? (Article 3.3)	The SPD will be a material consideration in the consideration of planning applications for new developments. It provides detailed guidance to adopted local plan policy.	Yes
6. Is it likely to have a significant effect on the environment? (Article 3.5)	The purpose of the SPD is to provide guidance to assist in the interpretation of adopted policies in the local plan. The policies to which the SPD relates were subject to SEA (incorporated within the SA) through the local plan preparation process. Therefore, the SPD will not	No

	<p>itself have any significant effects on the environment, and may assist in addressing potential negative effects identified in the SEA of the relevant adopted policies.</p> <p>See Section 3.2 and the detailed assessment of Appendix II.</p>	
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Appendix II: Good Design SPD and the SEA Directive

Criteria (from Annex II of SEA Directive and Schedule I of Regulations)	Response
The characteristics of plans and programmes	
(a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources	The Good Design SPD sets a framework for projects by providing detail and guidance on adopted policies of the Craven Local Plan, particularly Policy ENV3. The SPD forms a material consideration in planning application decisions.
(b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy	The Good Design SPD does not create new policies, but instead it provides further guidance to relevant adopted Craven Local Plan policies, which have been subject to SEA (incorporated within the SA). It sits below 'higher tier' documents and does not set new policies.
(c) The relevance of the plan or programme for the integration of environmental considerations, in particular with a view to promoting sustainable development	The SPD provides guidance on the interpretation of adopted local policy along with national guidance, all of which promote sustainable development. The SPD does not introduce new policy.
(d) Environmental problems relevant to the plan or programme	As explained in the local plan, there are a number of environmental issues to be considered in the Craven Local Plan area including: potential impacts of development on natural and historic landscapes, high private vehicle dependency, climate change impacts including fluvial flooding risk, and potential loss of biodiversity. There are no negative environmental issues associated with this SPD, moreover the SPD seeks where possible to achieve environmental improvements via good quality, sustainable design.
(e) The relevance of the plan or programme for the implementation of community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	This is not directly applicable in the case of the Good Design SPD, and there are other policies in the Craven Local Plan which address water protection (particularly Policy ENV8). North Yorkshire County Council is the relevant authority who addresses waste management issues for this region.
Characteristics of the effects and of the area likely to be affected	
(a) The probability, duration, frequency and reversibility of the effects	The Good Design SPD is not expected to give rise to any significant environmental effects.

(b) The cumulative nature of the effects	The Good Design SPD is not considered to have any significant cumulative effects. As the document provides further guidance to adopted local plan policies, but does not set policies itself, it cannot contribute to cumulative impacts in combination with the Craven Local Plan.
(c) The transboundary nature of the effects	The Good Design SPD is not expected to give rise to any significant transboundary environmental effects. Any potential significant transboundary environmental effects have already been assessed as part of the local plan's sustainability appraisal, the Habitat Regulations Assessment and the plan's examination process.
(d) The risks to human health or the environment (for example, due to accidents)	There are no anticipated effects of the Good Design SPD on human health or the environment due to accidents or other related subjects.
(e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	The SPD will be applied to all relevant planning applications in the plan area.
(f) The value and vulnerability of the area likely to be affected due to: <ul style="list-style-type: none"> - Special nature characteristics or cultural heritage; - Exceeded environmental quality standards or limit values - Intensive land-use 	The Good Design SPD is not anticipated to adversely affect any special natural characteristics or cultural heritage in the Craven local plan area or beyond its borders. The Good Design SPD is also not expected to lead to the exceedance of environmental standards or promote intensive land use. The SPD covers areas protected for their special natural characteristics and cultural heritage including the Forest of Bowland AONB, SACs, SPAs and Conservation Areas. However, it provides further guidance on the implementation of existing local plan policies, which have been subject to SEA, to provide further positive effects. The SPD does not introduce new policy nor does it propose any new development over and above that assessed within the Craven Local Plan.
(g) The effects on areas or landscapes which have a recognised national, community or international protection status.	As has been outlined in previous paragraphs of this document, the Good Design SPD is not expected to have any adverse effect on areas with national, community or international protection. The SPD covers areas protected for

	<p>their special natural characteristics and cultural heritage including the Forest of Bowland AONB, SACs, SPAs and Conservation Areas. However, it provides further guidance on the implementation of existing local plan policies, which have been subject to SEA, to provide further positive effects. The SPD does not introduce new policy nor does it propose any new development over and above that assessed within the Craven Local Plan.</p>
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Appendix III: Responses from Statutory Bodies

The following responses from Historic England and Natural England were received on the 29th and 30th of November 2021 respectively. The text extracts related to the SEA Screening Report for both the Rural Workers' Dwellings and Good Design SPDs are shown below. The text advice from Historic England relating to paragraph 2.1.1 has been incorporated into the body of text above.

Historic England

"You will see that in both cases we would endorse the authority's conclusions that it is not necessary to undertake a SEA for these particular SPD as they are unlikely to result in any significant environmental effects and relate to policies in the Local Plan that have already been subject to a Sustainability Appraisal/SEA.

We would however suggest that the Good Design SPD also relates closely to Local Plan Policy ENV2: Heritage - something which is not acknowledged at paragraph 2.1.1 of the SEA Screening Report for this SPD."

"In terms of our area of interest, given the nature of the SPD, we would concur with your assessment that the document is unlikely to result in any significant environmental effects and will simply provide additional guidance on existing Policies contained within a Adopted Development Plan Document which has already been subject to a Sustainability Appraisal/SEA. As a result, we would endorse the Authority's conclusions that it is not necessary to undertake a Strategic Environmental Assessment of this particular SPD.

The views of the other three statutory consultation bodies should be taken into account before the overall decision on the need for an SEA is made."*

*Note: there are three statutory consultation bodies in total: Historic England, Natural England and the Environment Agency.

Natural England

"Based on the information provided, we do not have any concerns about the SEA Screening Reports for the Rural Workers Dwellings SPD or Good Design SPD at this stage. It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests are concerned (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) that there are unlikely to be significant environmental effects from the proposed plans.

Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result, the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an SEA is necessary.

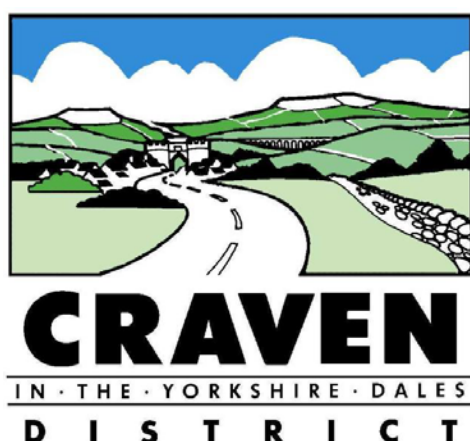
Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA screening stage, should the responsible authority seek our

views on the scoping or environmental report stages. This includes any third party appeal against any screening decision you may make.”

The Environment Agency were consulted and they had previously stated they do not normally need to respond to Screening Reports, and on this occasion no response was received.

Appendix IV: Acronyms

CDC	Craven District Council
CIL	Community Infrastructure Levy
EIA	Environmental Impact Assessment
NPPF	National Planning Policy Framework
PP	Policy or Programme
PPG	Planning Practice Guidance
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SEA	Strategic Environmental Assessment
SHMA	Strategic Housing Market Assessment
SPA	Special Protection Area
SPD	Supplementary Planning Document



Rural Workers' Dwellings in Craven Supplementary Planning Document

Presentation to Policy Committee 21st June 2022

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PART ONE: CONTEXT

1.1.0 Introduction

- 1.1.1 Supplementary Planning Documents (SPDs) are described in the glossary of the [National Planning Policy Framework \(NPPF\)](#) as:

“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”

- 1.1.2 This SPD provides further guidance on the delivery of rural workers’ dwellings in the Craven Local Plan area. It cannot and does not introduce any new policy requirements. Rather, in accordance with legal and [NPPE](#) definitions of SPDs, it adds further detail to help explain the objectives relating to the [Craven Local Plan](#) and provides information to assist applicants to meet the requirements of each relevant policy criteria. This information is set out in Part 2 of this SPD. Part 3 provides guidance for applicants in preparing their planning applications for rural workers’ dwellings.

- 1.1.3 The plan policies referred to in this SPD are:

- Policy EC3: Rural Economy
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting to Challenge of Climate Change
- Policy SP4: Spatial strategy and housing growth.
- Policy ENV1: Countryside and Landscape
- Policy ENV2: Heritage
- Policy ENV3: Good Design

- 1.1.4 Planning applications proposing rural workers’ dwellings should take account of all relevant local plan policies. The Council has adopted other SPDs, which provide further guidance to specific adopted local plan policies. Applicants are encouraged to refer to these SPDs, when preparing and submitting an application to the Council (see [Craven Local Plan](#) webpage for details of all SPD).

1.2.0 Definition of a rural worker’s dwelling

- 1.2.1 Policy EC3: Rural Economy, criterion (d) *‘enables farm, forestry and other land based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they are fully justified on functional and financial grounds’*. A rural worker’s dwelling is therefore a new build dwelling, or one created by replacing an existing building, that is needed to house a rural worker associated with farm, forestry and other land-based businesses (this definition excludes the conversion of buildings to dwellings). The term ‘land-based businesses’ relates to farming and industries connected to the land and environment, including horticulture, food production, conservation, landscaping and equine

uses. Within this SPD farm, forestry and land-based businesses are collectively referred to as 'a rural enterprise'.

1.3.0 Preparing, submitting and front loading of planning applications

- 1.3.1 In accordance with Policy SD1 of the Craven Local Plan and paragraphs 11 and 39-46 of the [NPPF](#), the Council will take a proactive approach and will work cooperatively with people and organisations wishing to carry out development and applying for planning permission, to find solutions to secure sustainable development that meets the relevant plan policies and be approved wherever possible. Solutions to secure sustainable development for Craven, including contributing to the implementation of the Council's Climate Emergency Strategic Plan 2020 to 2030 through the policies of the local plan, and the efficient processing of planning applications, can be achieved through early pre-application engagement with the Council. This is called the process of 'front loading' and is strongly encouraged by the NPPF at paragraphs 39 to 46. (Further guidance on this process is set out in Part 3 of this SPD).

1.4.0 Public consultation and adoption

- 1.4.1 This supplementary planning document has been the subject of two public consultations. Representations received during these consultations have informed this adopted document. As required by regulation 12(a) of the Town and Country (Local Planning) (England) Regulations 2012 a Consultation Statement was prepared which set out details of the consultations that have taken place and how those issues have been addressed in the supplementary planning document.
- 1.4.4 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)), the local authority must determine whether a SEA is required under Regulation 9(3) for a supplementary planning document. An SEA screening report has been published alongside this supplementary planning document and this concludes there is no need for a full SEA.
- 1.4.5 A Habitats Regulations Assessment (HRA) is required to determine whether a plan or project would have significant adverse effects upon the integrity of internationally designated sites of nature conservation importance (also known as Natura 2000 sites). The requirement for HRA is set out within the Habitats Directive 92/43/EEC, and transposed into British law by Regulation 102 of the Conservation of Habitats and Species Regulations, 2010. A screening report can determine if a full HRA is required (i.e. an Appropriate Assessment or further report, as necessary). A HRA screening report has been published alongside this supplementary planning document and concludes there is no need for a full HRA.
- 1.4.6 This document was formally adopted by the Council on the 11th October 2022.

1.5.0 The relationship between the Craven Local Plan, the National Planning Policy Framework (NPPF), and the Craven Climate Emergency Strategic Plan

- 1.5.1 The [Craven Local Plan](#) (hereafter referred to as 'the plan') was adopted on 12 November 2019.
- 1.5.2 The preparation of the plan, and its examination, has been based on the provisions of the 2012 NPPF (paragraph 55), and the accompanying [planning practice guidance \(PPG\)](#). Therefore, policies SD1, SD2, SP4, EC3, ENV1, ENV2 and ENV3 reflect these provisions.
- 1.5.3 The most recently updated [2021 NPPF](#) (para 80a) retains the same main policy approach to the delivery of rural workers' dwellings as the 2012 NPPF. Policy EC3 remains consistent with the latest version of the NPPF.
- 1.5.4 In January 2020 the Council approved the Craven Climate Emergency Strategic Plan (CESP) 2020 to 2030 which seeks to act upon the Council's Climate Change Emergency Declaration adopted in August 2019 for the district to be carbon neutral by 2030. The CESP can be viewed at: <https://www.cravencdc.gov.uk/media/9460/cdc-climate-emergency-strategic-plan-february-2020.pdf> and reinforces the existing policies of the local plan which address climate change and carbon reduction measures. It is capable of being considered as a material consideration in determining relevant planning applications and supports adopted local plan policy including SD2, ENV6, ENV7, ENV8 and ENV9 to reduce energy use, water use and carbon emissions, maximise the energy efficiency of development, and reduce the environmental impact of materials used in construction.

PART TWO: CONFORMING WITH RELEVANT POLICIES OF THE CRAVEN LOCAL PLAN

2.1.0 Part 2 provides further detail on how proposals for rural workers' dwellings can meet the requirements of relevant local plan policies. The policies listed below can be viewed in the [Craven Local Plan](#) (November 2019).

2.2.0 Dwellings in the open countryside (Policy SP4 criterion K (a))

2.2.1 Policy SP4 K (a) supports rural workers' dwellings in the open countryside, if they would meet an essential need for a rural worker to live permanently at or near their place of work in the countryside. This is guided by similar overarching national policy found in paragraph 80 (a) of the [NPPF 2021](#). Such rural workers' dwellings would be an exception to the local plan objective of strictly controlling new housing in the open countryside. Sections 2.3.0 and 2.4.0 below provide the applicant with information on what considerations the Council will take into account in determining whether an essential need exists.

2.3.0 Provision of rural workers' dwellings (Policy EC3 criterion d)

2.3.1 Policy EC3, criterion (d) contributes to the policy's aim of supporting the rural economy by *"enabling farm, forestry and other land-based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they are fully justified on functional and financial grounds"*. As such applications will be supported in principle for a new dwelling to house a rural worker where it can be demonstrated that there is an essential operational need for the worker to be at or near the location of the rural enterprise, associated with farm, forestry and other land based businesses. Compelling evidence will be required to demonstrate that a rural worker can only carry out this essential operational need by living in close proximity to the rural enterprise. Criterion d) specifies that new rural workers' dwellings can be in the form of a new build or the replacement of an existing building at the rural enterprise.

2.3.2. Policy EC3 (d) requires rural workers' dwellings to be fully justified on functional and financial grounds and this is in accordance with paragraph 80 (a) of the [NPPF 2021](#). Considerations that may be relevant to take into account when applying paragraph 80 (a) of the NPPF 2021 and Policy EC3 (d) of the Craven Local Plan are set out in the [PPG](#) (paragraph: 010 Reference ID: 67-010-20190722), and discussed in the sections below relating to functional and financial justification for a rural worker's dwelling.

2.3.3 New permanent dwellings may be permitted to support well established or new rural enterprises associated with farm, forestry and other land-based businesses. In respect to newly created rural enterprises it may be necessary to permit temporary accommodation prior to any new dwelling being built, until the long-term viability of the enterprise has been established. In both cases it will be important to establish whether the stated intentions to engage in farming, forestry or any other land-based rural enterprise are genuine, are reasonably likely to materialise, and are capable of being sustained for a reasonable period of time. It will also be important to establish that the needs

of the intended enterprise require one or more of the people engaged in it to live nearby.

2.4.0 Functional grounds to justify rural workers' dwellings (Policy EC3 criterion d)

2.4.1 Criterion (d) of policy EC3 requires new dwellings to be fully justified on functional grounds (see Appendix A for full policy text). The [NPPF](#) and [PPG](#) sets out the need for a functional test, which is necessary to establish whether a rural worker's dwelling is essential to ensure the effective operation of an agricultural, forestry or similar land-based rural enterprise. Applicants need to provide credible evidence based on the needs of the rural enterprise and the lack of suitable accommodation elsewhere within the locality. As such the test is not about ease, convenience or personal preference. Whilst it may be true that many activities can be carried out more conveniently if a worker lives on site, convenience does not constitute an essential need and will not therefore justify a need for a new dwelling.

2.4.2 The [PPG](#) (paragraph: 010 Reference ID: 67-010-20190722) sets out the following considerations that may be relevant when justifying the functional need for a rural worker's dwelling, as required by Policy EC3 (d):

- *evidence of the necessity for a rural worker to live at, or in close proximity to, their place of work to ensure the effective operation of an agricultural, forestry or similar land-based rural enterprise (for instance, where farm animals or agricultural processes require on-site attention 24-hours a day and where otherwise there would be a risk to human or animal health or from crime, or to deal quickly with emergencies that could cause serious loss of crops or products);*
- *whether the need could be met through improvements to existing accommodation on the site, providing such improvements are appropriate taking into account their scale, appearance and the local context; and*
- *in the case of new enterprises, whether it is appropriate to consider granting permission for a temporary dwelling for a trial period.*

2.4.3 Further information, based on the functional tests set out in the [NPPF](#) and [PPG](#), which may be important to provide in seeking to comply with Policy EC3 (d) is the establishment of whether:

- a) it is not possible for the rural enterprise to run effectively without having the worker living on site;
- b) no one undertaking the essential functional work already lives at the rural enterprise, or insufficient provision exists if there is a functional need for more than one worker;
- c) there is no dwelling available at the rural enterprise for occupation by the worker and there is no possibility of adapting a building at the rural enterprise; and

- d) there is no suitable and available dwelling in a nearby village available for occupation by a worker who is required to provide the functionally essential service.

2.4.4 In assessing whether a rural enterprise requires one or more resident workers, consideration will be given (amongst other things) to the scale and nature of the enterprise, the potential for things to go wrong which would require attention unexpectedly or at short notice, the frequency of such events, the period of time over which a need may occur, and the accessibility and suitability of nearby accommodation.

2.5.0 Financial grounds to justify rural workers' dwellings (Policy EC3 criterion d)

2.5.1 Criterion (d) of policy EC3 also requires new dwellings to be fully justified on financial grounds (see Appendix A for full policy text). If a functional need has been established for a permanent rural worker's dwelling, the [PPG](#) (paragraph 010 Reference ID: 67-010-20190722) states that the following may be important to determine:

- *the degree to which there is confidence that the enterprise will remain viable for the foreseeable future;*
- *whether the provision of an additional dwelling on site is essential for the continued viability of a farming business through the farm succession process;*

2.5.2 These are financial grounds which will allow the local planning authority to come to a judgement on the viability of the enterprise and the size of dwelling which the enterprise can sustain. Applicants are advised to submit a detailed business plan setting out budgets and projections and include evidence of a firm intention and ability to develop the rural enterprise. Evidence of the need for a rural worker's dwelling to ensure the viability of the business will form an important part of the business plan. The local planning authority will have to be satisfied that the on-going profitability of the rural enterprise is sufficient to sustain the worker living on the site, and be satisfied that the dwelling is of a size directly related to its function as a rural worker's dwelling, and will remain so in perpetuity. A Business Plan is highly likely to be a necessary part of demonstrating there are financial grounds which justify a rural worker's dwelling in conformity with Policy EC3 (d).

2.5.3 See Part 3 of this SPD which sets out the Council's validation requirements for proposals for rural workers' dwellings.

2.6.0 Impact of rural workers' dwellings on the countryside (Policy ENV1)

2.6.1 The Council is committed to ensuring the countryside's beauty and character are conserved and where possible enhanced through adopted local plan policy ENV1: Countryside and Landscape. Considerations regarding the impact of dwellings on the countryside set out in policy ENV1 apply to the building of rural workers' dwellings, as they would do to all other types of housing and all other development proposals. A decision maker would look to

policy ENV1 to ensure that a proposed new rural worker's dwelling conserves and enhances the countryside and, where relevant, the setting of the Area of Outstanding Natural Beauty and the Yorkshire Dales National Park.

2.7.0 Heritage considerations (Policy ENV2)

- 2.7.1 The Council is committed to ensuring heritage assets are conserved and where possible enhanced through local plan policy ENV2: Heritage, which apply to the building of rural workers' dwellings, as they would do to all other types of housing and all other development proposals. A decision maker would consider policy ENV2 to ensure the dwelling is built sensitively, by conserving the setting of any nearby designated and non-designated heritage assets, by investigating and conserving where appropriate any identified (or potential for) archaeological remains, and by ensuring the historic legacy of the open countryside in the plan area is preserved.
- 2.7.2 Criterion (a) vi) of policy ENV2 acknowledges that traditional barns and other buildings and structures associated with the farming industry and historic land estates help to make up the distinctive character and sense of place that contributes to Craven's overall historic legacy. The functional justification for rural workers' dwellings suggests that these dwellings will often be constructed within the setting of traditional buildings and structures which are associated with the rural enterprise they are supporting. In order to preserve the unique character of the open countryside, new rural workers' dwellings should sit comfortably and sensitively amongst these buildings and structures, which may either be designated or non-designated assets, or simply be an important part of the historic fabric of the open countryside.

2.8.0 Design considerations (Policy ENV3)

- 2.8.1 The Council is committed to securing good design in all development proposals through policy ENV3: Good Design of the local plan. The principles of good design set out in policy ENV3 apply to rural workers' dwellings, as they do to all other types of housing and other development proposals. The Council has produced a [Good Design SPD](#) which supplements policy ENV3 by setting out practical ways to achieve good design in the local plan area. A decision maker would look to ENV3: Good Design and its accompanying SPD, alongside this SPD, to ensure that any proposed rural worker's dwelling is based on good design principles.
- 2.8.2 Considering rural workers' dwellings are often located in sensitive landscape areas, criterion (a) of policy ENV3 sets out that proposals should be based on a proper understanding and appreciation of environmental features, including both natural and built elements such as landscape, topography, vegetation, open space, microclimate, tranquillity, light and darkness. Applicants should ensure the context within which the rural worker's dwelling is placed is respected and complimented.
- 2.8.3 Criterion (b) of policy ENV3 sets out that design should respect the form of existing and surrounding buildings. Therefore, the scale, height and massing of the rural worker's dwelling should respect the setting and be complimentary to the existing, surrounding buildings. Specifically, any new or temporary

dwelling should be visually as well as functionally related to the main rural enterprise's buildings. This relates back to the function of the dwelling in its supportive role to the rural enterprise in question. The intended use of the dwelling should be considered when determining its size. As the purpose of these dwellings is to house a rural worker in perpetuity, they should be of an appropriate size to ensure continued affordability. A larger dwelling would attract a higher market sales price which could negate the original intention of the dwelling by pushing it out of rural workers' affordability price range.

- 2.8.4 In addition criterion (b) of policy ENV3 sets out that high quality materials should be used, which should be locally sourced wherever possible, to match the character of the existing surrounding buildings. The Council's [Good Design SPD](#) provides useful information with regards to suitable building materials within the Craven context. Appendix D of that SPD sets out the materials and palette that are traditionally seen across the plan area and provides a useful guide for applicants when considering the design of a rural worker's dwelling.
- 2.8.5 Sustainable construction should be at the heart of any development, including during the construction of new rural workers' dwellings. Criterion t) of policy ENV3 stipulates that development should take all reasonable opportunities to reduce energy use, water use and carbon emissions and to minimise waste. As such applicants should look to use sustainable building techniques and products in the design of new rural workers' dwellings. Microgeneration projects such as solar panels, hydro plants and small wind turbines should be considered, alongside an investigation into the capability of storing of water on site for construction and future uses. Sustainable construction techniques should be used to ensure carbon emissions and construction waste are minimised.
- 2.8.6 The Council's [Good Design SPD](#) provides further useful information with regards to sustainable building practises. Further, detailed policy guidance can also be found in local plan policies ENV8: Water Resources, Water Quality and Groundwater (criterion b); and ENV9: Renewable and Low Carbon Energy, with respect to ensuring an application for any new rural worker's dwelling maximises opportunities to build sustainably.
- 2.8.7 The Craven Climate Emergency Strategic Plan (CESP) should be considered when developing proposals for the reduction in energy use in the design and construction of rural workers' dwellings.

PART THREE: PREPARING AND SUBMITTING PLANNING APPLICATIONS

- 3.1.0 The Council recommends applicants follow a stepped approach to the preparation of a planning application for a rural worker's dwelling. This is set out below:

3.2.0 Step 1 – Pre-application discussions

- 3.2.1 The importance of pre-application engagement between developers and the local planning authority and early resolution of policy issues ('front loading') is highlighted in the [NPPF](#) at paragraphs 39 to 46. Also, in the light of the Council's recently approved Craven Climate Emergency Strategic Plan (CESP) it is important to reflect on one of the actions of the CESP here. This action (CND03) states that the Council will "work with developers as new sites across Craven are approved to ensure that opportunities for efficiency and carbon reduction are maximised".
- 3.2.2 To become familiar with the information which may be appropriate to submit alongside an application for a rural worker's dwelling an applicant should review this SPD, and then discuss matters arising, at the earliest opportunity with the Council's Development Management (DM) team. It is the Council's practice to charge for all such engagement. Pre-application enquiry forms and charging rates can be found at <https://www.cravenc.gov.uk/planning/information-and-advice/>
- 3.2.3 Contact details at the time of publication are: Development Management (DM): planning@cravenc.gov.uk

3.3.0 Step 2 – Providing justification for rural workers' dwellings (Policy SP4 K (a) and EC3 (d))

3.3.1 (a) Farm Based Businesses

Criterion (d) of policy EC3 requires rural workers' dwellings associated with a farm-based business to be fully justified on functional and financial grounds (see Appendix A for full policy text). Therefore, as part of the Council's validation requirements, applications for agricultural rural workers' dwellings should include with their submission a completed Agricultural Dwelling Supplementary Information form (ADSIF) which can be found at <https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/agricultural-dwelling-supplementary-information/> and at Appendix B of this SPD. This form enables applicants to demonstrate the functional need for a dwelling/additional dwelling in a specified location.

- 3.3.2 Via the above form, at section 5, applicants are expected to provide details of all housing within one mile of the farm either owned, occupied or rented by the farmer/landowner, and to list any housing sold off or let by the farmer/landowner within the last 5 years. This information allows the Council to judge whether or not there is currently a dwelling available at the rural enterprise for occupation by the worker, and whether or not recent disposal of property has resulted in the need for the new rural worker's dwelling.

- 3.3.3 Applicants are also asked, at section 6 of the form, to provide a brief description of existing farm buildings. This information, along with any information the applicant can provide in supporting statements regarding their current use, can assist the Council in its judgement of whether or not there is any possibility of adapting an existing building at the rural enterprise into a rural worker's dwelling, to avoid the necessity for a new build.
- 3.3.4 A brief description of present farming policy is required, at section 7 of the form, which should set out that the rural enterprise could only run effectively with the worker living on site. Applicants should also specify, at section 8, whether anyone undertaking the essential functional work already lives at the rural enterprise, or if there is a functional need for more than one worker, that there is currently an insufficient provision of rural workers' dwellings at the enterprise.
- 3.3.5 The form indicates at section 9 that it is important for applicants to build a strong case for the special need for the new dwelling on the agricultural holding, and why they have chosen the proposed site. This could include reasons why there is a genuine need for the agricultural worker to live on the site and to be available at short notice at all times, rather than living in a nearby centre or village. Paragraph 2.4.3 in Part 2 above provides various valid reasons, though there may be others. Importantly, applicants must demonstrate that there is no suitable dwelling in a nearby village available for occupation by a worker who is required to provide the functionally essential service.
- 3.3.6 In the final section of the ADSIF applicants are asked to provide any other information which is considered relevant to the proposal. This could include a host of supportive information, but also, in the case of new rural enterprises, whether an applicant would consider applying for permission for a temporary dwelling (i.e. a caravan or a mobile home, or a seasonal worker's dwelling) for a trial period, prior to an application for a permanent new rural worker's dwelling.
- 3.3.7 In addition to the information required by ADSIF, the Council strongly recommend applicants provide a detailed business plan, in line with the guidance in [PPG](#) (paragraph 010 Reference ID: 67-010-20190722) which states that it will be important to determine '*the degree to which there is confidence that the enterprise will remain viable for the foreseeable future*'. This information will assist the decision maker in judging whether there are robust financial grounds to support a rural worker's dwelling in compliance with Policy EC3 (d). Specifically, this business plan would be most helpful if it indicated a firm intention and ability to develop the enterprise, and include:
- At least the last 3 years' financial records. Submitting 3-5 years of audited accounts would help to establish if the farm business is financially sound.
 - Records which demonstrate that the on-going profitability of the farm business would be able to support a worker living on site and their wage levels, which must be at least the equivalent to the National Minimum

Wage. Such records should help to justify the need for the proposed dwelling.

- Written evidence which outlines the need for an additional dwelling to ensure the viability of the farm business.

3.3.8 In line with the guidance in the [NPPG](#) (Paragraph: 021 Reference ID: 10-021-20190509) any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Where financial information is required to be kept confidential, a detailed financial executive summary will be required to be made publicly available in the interests of openness. See <https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/financial-viability-appraisals/> for more detail on Financial Viability Appraisals.

3.3.9 (b) Forestry & Other Land Based Businesses

Criterion (d) of policy EC3 also requires rural workers' dwellings associated with other land-based businesses to be fully justified on functional and financial grounds (see Appendix A for full policy text). As explained at paragraph 1.2.1, this could include rural workers' dwellings associated with forestry businesses and other land-based businesses including horticulture, food production, conservation, landscaping and equine uses.

3.3.10 To meet these policy requirements, applicants for rural workers' dwellings required in relation to forestry and other land-based businesses are recommended to provide comparable supportive information as that required for agricultural workers' dwellings in the ADSIF. This would include evidence that there is a genuine need for a rural worker to live in close proximity to the enterprise, and that the conversion of existing buildings on site, or dwellings in nearby villages is not possible or practicable. Applicants should also provide evidence that property within the land-based business' ownership has not recently been disposed of (i.e. within the last 5 years), resulting in the need for the new rural worker's dwelling.

3.3.11 Financial evidence should be submitted to confirm that the operation which has generated the need for the resident worker is economically viable and there is a realistic prospect of it remaining so (see paragraphs 3.3.6 and 3.3.7 above).

3.3.12 Applicants are strongly advised to hire a land agent to carry out the above functional and financial tests for rural workers' dwellings.

3.4.0 Step 3 – Safeguarding the character of the open countryside (Policies ENV1 and ENV3)

3.4.1 Where required, applicants should submit a [Planning Statement](#) with an application for a rural worker's dwelling which sets out how the rural worker's dwelling will respect, safeguard and enhance (where applicable) the Forest of Bowland Area of Outstanding Natural Beauty (AONB) and its setting, the

setting of the Yorkshire Dales National Park (YDNP) and the various landscape character areas across the district. Where Planning Statements are not required, applicants are encouraged to provide supporting documentation setting out similar information.

- 3.4.2 A site-specific Landscape and Visual Impact Assessment (LVIA) may be necessary, depending on the location of the new rural worker's dwelling and the sensitivity of the surrounding landscapes. The Council's webpage on local validation requirements sets out [when an LVIA would be required, and guidance on how to produce one](#). Applicants should also refer to detailed guidance in the Council's [Good Design SPD](#) with regards to producing an LVIA.

3.5.0 Step 4 – Taking heritage and archaeological considerations into account (Policy ENV2)

- 3.5.1 It may be necessary for applications to include a Heritage Statement if a rural worker's dwelling is to be developed near known heritage assets. Heritage Statements should provide evidence as to how these heritage assets, either designated or non-designated, will be preserved and, where appropriate enhanced. The Council's local validation webpage sets out [when a Heritage Statement would be required](#), i.e. for:

- applications for listed building consent
- applications within the curtilage of a listed building
- applications in a conservation area
- applications affecting a scheduled ancient monument
- applications affecting a registered park or garden of special historic interest
- applications affecting an archaeological site

and includes a guidance document for writing Heritage Statements.

- 3.5.2 It is advisable to use a heritage specialist when preparing a Heritage Statement to ensure compliance with policy ENV2 and the overarching Planning (Listed Buildings and Conservation Areas) Act 1990.

3.6.0 Step 5 – Ensuring the appropriate scaling and size of a rural worker's dwelling (Policies ENV1 and ENV3)

- 3.6.1 Rural workers' dwellings should be designed to ensure they respect the form of existing and surrounding buildings. Applicants are advised to employ a qualified architect, competent in the design of such dwellings, to ensure drawings and elevations are in scale and sized appropriately so as not to dominate the sensitive open countryside setting (to ensure compliance with policies ENV1 criteria (a) and (d) and ENV3 criterion (b)).
- 3.6.2 The Council's [Good Design SPD](#) explains how an application should be prepared to consider the scaling and size of a new dwelling. Detailed guidance can be found in section 2.1.0 of the SPD and should be referred to when preparing an application for a rural worker's dwelling.

3.7.0 Step 6 – Design and construction (Policy ENV3)

- 3.7.1 It is a national validation requirement to submit a [Design and Access Statement](#) with an application for a rural worker's dwelling within a conservation area, or if the dwelling forms part of a listed building. This statement should set out details of materials used, how amenity and accessibility issues have been addressed, details of any infrastructure associated with the development and how the development looks to design out crime. All other applications for rural workers' dwellings (i.e. those that are outside conservation areas or not related to listed buildings) should also ensure the above issues are addressed (to ensure compliance with policy ENV3 criteria (b), (e), (f), (g), (h), (i) and (o)).
- 3.7.2 Applicants are advised to review the Council's [Good Design SPD](#) and follow the relevant guidance within it, particularly regarding materials and sustainable construction methods. A Sustainable Design and Construction Statement is a local validation requirement for all applications, including an application for a rural worker's dwelling. This statement should provide detail on the sustainable construction of rural workers' dwellings, both in terms of the design features and construction methods used (to ensure compliance with policy ENV3 criterion (t)). Specifically, the Sustainable Design and Construction Statement should demonstrate how the proposed development would minimise resource and energy consumption compared to the minimum required under current Building Regulations legislation and how it is located and designed to withstand the longer term impacts of climate change. It should also detail how the proposed development would incorporate decentralised, renewable or low carbon energy sources, and how the carbon footprint of the development is reduced (i.e. sourcing local materials and setting out how existing materials on site are used or disposed of). The Council's webpage on local validation requirements provides more detail on what should be included in a [Sustainable Design and Construction Statement](#).
- 3.7.3 Applicants should also refer to detailed guidance in section 2.7 in the Council's [Good Design SPD](#), and accompanying Appendix C of that SPD, with regards to producing a Sustainable Design and Construction Statement, which specifies the importance of energy conservation through energy efficiency in the building.

3.8.0 Conclusions on Steps 1 - 6

- 3.8.1 It is advisable that applicants follow the above, stepped approach to ensure that the Council's validation requirements are met and that the application is accompanied by clear evidence of functional and financial need for a rural worker's dwelling, as required by relevant adopted local plan policies. It is also advisable in many cases that an applicant takes the advice of relevant professionals, such as land agents, architects, and heritage and archaeological specialists. Appendix C sets out a comprehensive list of documents, many of which will be necessary and/or helpful, to be submitted with an application for a rural worker's dwelling. Local validation requirements are reviewed and updated every two years, so information in this SPD may be

superseded by any future updates to the Council's [local validation requirement webpage](#).

3.9.0 Occupancy conditions, legal agreements and planning obligations

- 3.9.1 If a rural worker's dwelling is granted planning permission, whether on a permanent or temporary basis, the local planning authority will normally control occupancy by a planning condition on the planning permission. The condition will ensure the property remains available to meet the need for which it was permitted, either by serving the holding for which the functional need was satisfied or, if that specific need no longer exists, by ensuring that the property is not sold or rented to occupants who are not rural workers.
- 3.9.2 The restriction will limit occupation to those wholly or mainly working, or last working in the locality, in the rural enterprise, or a widow or widower of such a person and any resident dependants.
- 3.9.3 If the rural worker's dwelling is not the sole dwelling on the rural enterprise, the local planning authority may additionally impose occupancy restrictions on all other existing dwellings at the rural enterprise. The general presumption will be that an occupancy condition will be applied to any existing dwellings to ensure they are not able to be severed from the rural enterprise for which an operational need has been identified. The considerations that will be taken into account when determining the local planning authority's approach will include such matters as the particular needs of the rural enterprise and where there appears to be a significant threat of severance or asset stripping.
- 3.9.4 The Council's Enforcement team periodically checks for compliance of occupancy conditions in relation to rural workers' dwellings. The Council also keeps records with regards to the removal of occupancy conditions.

3.10.0 Applications to vary or remove occupancy conditions

- 3.10.1 To prevent the proliferation of dwellings in the countryside there is an expectation that the occupation of dwellings permitted on the basis of addressing a functional and financial need will be restricted on a long-term basis. The removal of an occupancy condition imposed on a rural worker's dwelling will only be enabled where it is clearly demonstrated that there is no existing or long-term demand for the dwelling with the attached condition.
- 3.10.2 An application that seeks the removal of an occupancy condition on a rural worker's dwelling will be expected to provide evidence which demonstrates a lack of demand for the property in the locality through a robust marketing exercise. Applicants will be expected to submit evidence of unsuccessful attempts to sell the property with the encumbrance of the occupancy restriction, detailing the number of enquiries, views and reasons for not proceeding to sale. They will be expected to prove that the marketing has been correctly targeted, financially realistic (i.e. it reflects the occupancy restriction) and sustained for at least 12 months using professional agents that actively deal with these types of property sales. For the purpose of the marketing exercise as a minimum requirement, the Council expects the property to be marketed in the locality – that is within the existing and

adjoining parishes for the first 6 months; if the property remains unsold or unlet during this time, the qualification area will be extended to the local planning authority area for a further 6 months. There can be some flexibility regarding the extent of the marketing exercise depending on the location of the rural worker's dwelling. If a rural worker's dwelling is in a remote location, the initial marketing exercise may need to be widened to include more than just the host and adjoining parishes from the outset. In the event of uncertainty, an applicant should contact the Development Management Team to ensure the best scope for the marketing exercise.

3.11.0 Removal of permitted development rights for rural workers' dwellings

- 3.11.1 Once a rural worker's dwelling has been granted planning permission, i.e. it has been functionally and financially justified through the planning application process, it may be necessary to remove permitted development rights. As the purpose of these dwellings is to house a rural worker in perpetuity, the removal of permitted development rights would ensure they remain an appropriate size which would contribute towards continued affordability.
- 3.11.2 The Council will consider the removal of such permitted development rights on a case by case basis.
- 3.11.3 Where permitted development rights are removed, any future extensions to a rural worker's dwelling will only be considered to be acceptable where it has been demonstrated that there is a functional need for the rural worker's dwelling to be extended to ensure the dwelling can continue to effectively be used as such into the long-term.


TEXT OF POLICY EC3: RURAL ECONOMY, CRAVEN LOCAL PLAN

Craven's rural economy will be supported, so that it may grow and diversify in a sustainable way to provide long term economic, environmental and social benefits for local communities. This will be achieved in the following ways:

- a) Enabling enterprise, welcoming innovation and supporting economic development proposals that will benefit the local economy, environment and quality of life, including culture and community proposals;**
- b) Recognising opportunities to use farmland and farm buildings in new and different ways to support individual farm businesses and to diversify the wider rural economy;**
- c) Helping existing and new rural businesses, including tourism related businesses to succeed, grow and expand, by working with them co-operatively and proactively, so that development proposals can be supported wherever possible;**
- d) Enabling farm, forestry and other land-based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they are fully justified on functional and financial grounds;**
- e) Acknowledging the potential social, economic, environmental benefits of reusing existing buildings by supporting proposals for their conversion, including to employment use or live/work units, providing opportunities for people to live and work locally.**
- f) Supporting the continued use of existing live/work units for the valuable contribution they make to the rural economy. The conversion of existing live/work units to other uses will be supported provided it can be demonstrated that there is no reasonable prospect of the live/work unit being re-used.**

Proposals of the type described above will be supported provided they accord with all relevant local plan policies and any relevant neighbourhood plan policies, and will help to achieve sustainable development.

Agricultural Dwelling Supplementary Information form

<h1>Agricultural Dwelling Supplementary Information</h1>			
RELATING TO A PLANNING APPLICATION FOR AN AGRICULTURAL WORKER'S DWELLING IN THE CRAVEN DISTRICT COUNCIL AREA			
1.	Site Location:		
2.	Details of Land Farmed (please attach a plan showing boundaries) a) Area of land owned acres/hectares – mark boundaries <u>red</u> on plan b) Area of land tenanted acres/hectares – mark boundaries <u>blue</u> on plan c) Grazing usually taken acres/hectares – mark boundaries <u>green</u> on plan d) Grazing rights: Name of common No of stock Name of common No of stock e) Area of mowing land acres/hectares f) Area of pasture acres/hectares g) Area of rough grazing acres/hectares h) Area of other land acres/hectares		
3.	Details of Stock Numbers	Existing	Proposed
	a) Dairy cows in milk and/or in calf		
	b) Dairy heifers in milk and/or in calf		
	c) Milk quota		
	d) Dairy followers <u>over</u> 12 months old		
	e) Dairy followers <u>under</u> 12 months old		
	f) Beef cows		
	g) Calves up to 6 months old		

	h) Store cattle <u>over</u> 12 months old i) Store cattle <u>under</u> 12 months old j) Breeding ewes k) Hoggs l) Other stock: Type/No:	
4.	Labour on the farm: Name: Full/Part-Time: Hours if Part-Time Name: Full/Part-Time: Hours if Part-Time Name: Full/Part-Time: Hours if Part-Time Name: Full/Part-Time: Hours if Part-Time Name: Full/Part-Time: Hours if Part-Time	
5.	Housing: List all housing within one mile of the farm either owned, occupied or rented by the farmer/landowner, stating occupant:	
	Address: Owned/Rented: Occupant: Address: Owned/Rented: Occupant: Address: Owned/Rented: Occupant: Address: Owned/Rented: Occupant: Address: Owned/Rented: Occupant:	
	List any housing sold off or let by the farmer/landowner within the last 5 years: Address: Sold/Let: :	
6.	Give Brief Description of Existing Farm Buildings:	
7.	Give Brief Description of Present Farming Policy:	
8.	Reasons for Special Need for New Dwelling on the Holding:	
9.	Reasons for choosing the Proposed Site:	
10.	Any Other Information You Consider Relevant to the Proposal:	
11.	Signed:.....Date:	

APPENDIX C

Summary of stepped approach to preparing and submitting a planning application for a rural worker's dwelling, including supporting documents which are commonly required to accompany the application

Step in Part 3 of SPD	Craven Local Plan Policy Driver	Planning/Process Issue	Supporting Documents
Step 1: Pre-application discussions	SD1 and SD2	Pre-application discussions to secure sustainable development' (see paras 3.2.1 to 3.2.3).	Preliminary drawings, site and location plans.
Step 2: Providing justification for rural workers' dwellings	EC3 (d) and SP4 K (a)	Functional and Financial Grounds for new dwelling	<p>For agricultural workers' dwellings, the council's local validation list requires the submission of an Agricultural Dwelling Supplementary Information Form (ADSIF) (see paras 3.3.1 to 3.3.5 of SPD).</p> <p>For other rural dwellings, it is highly desirable that information is provided in response to questions 5 to 10 of the ADSIF (see paras 3.3.8 to 3.3.11 of the SPD).</p> <p>For all rural workers' dwellings, to comply with Policy EC3 (d) financial information to support the application is required. A business plan which illustrates the viability of the proposal is recommended to be submitted (see paras 3.3.6 to 3.3.7 of the SPD).</p> <p>A Planning Statement is on the council's local validation list and may be necessary to accompany the planning application (see para 3.4.1 of the SPD).</p>
Step 3: Safeguarding	ENV1 and ENV3	Character of the open countryside	A Planning Statement and a Landscape and Visual Impact

the character of the open countryside			Assessment (LVIA) are on the council's local validation list and may be necessary to accompany the planning application (see paras 3.4.1 to 3.4.2 of the SPD).
Step 4: Taking heritage and archaeological considerations into account	ENV2	Conserving and enhancing the historic environment	A Heritage Statement is on the council's local validation list and may be necessary to accompany the planning application (see paras 3.5.1 to 3.5.2 of the SPD).
Step 5: Ensuring the appropriate scaling and size of a rural worker's dwelling	ENV1 and ENV3	Scale and size of a rural worker's dwelling	Architectural drawings are a national validation requirement and are necessary to accompany the planning application (3.6.1 to 3.6.2 of the SPD)
Step 6: Design and Construction	ENV3	Ensuring a good standard of sustainable design and construction	<p>A Design and Access Statement is a national validation requirement and may be necessary to accompany the planning application (see para 3.7.1 of the SPD).</p> <p>A Sustainable Design and Construction Statement is on the council's local validation list and will be necessary to accompany the planning application (see paras 3.7.2 to 3.7.3 of the SPD).</p>
N/A	EC3 (supporting text)	Removal of occupancy conditions on existing rural workers' dwellings	Robust marketing evidence to support removal of occupancy conditions is on the council's local validation list and may be necessary to accompany the planning application (see paras 3.10.1 to 3.10.2 of the SPD)

The local validation requirements referred to in this SPD were published by the Council on 1st September 2020. It should be noted that the Council has a requirement to review local validation lists at least every two years, therefore users of this SPD should refer to the most up to date local validation requirements

published on the Council's website at

<https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/>

CRAVEN DISTRICT COUNCIL ADOPTION STATEMENT

Notice of the adoption of the Craven Rural Workers' Dwellings Supplementary Planning Document

In accordance with:

The Planning and Compulsory Purchase Act 2004 (as amended)

The Town and Country Planning Act (Local Planning) (England) Regulations 2012 (as amended)

Notice is hereby given that (in accordance with the above-mentioned legislation) Craven District Council formally approved for adoption the Rural Workers' Dwellings (RWD) Supplementary Planning Document (SPD) on 11 October 2022.

The RWD SPD sets out guidance on how the council will apply relevant Craven Local Plan policies related to the provision of rural workers' dwellings and how applicants can best prepare their planning applications to be in accordance with these policies.

The draft RWD SPD was the subject of two public consultations, in accordance with Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). These took place between 13th September to 11th October 2021, and 4th January to 1st February 2022.

A number of modifications have been made to the RWD SPD in response to the consultations and to ensure that the adopted SPD is up to date. The modifications include:

- Additional text provided at new paragraph 1.1.4 of the SPD with regards to cross referring to the Council's other relevant SPD when preparing an application for a rural worker's dwelling.
- Additional text provided at new paragraph 3.11.3 of the SPD with regards to future extensions to rural workers' dwellings and the circumstances in which the removal of permitted development rights would apply.
- Other minor changes to ensure the SPD reflects the updated [NPPF 2021](#), is consistent with the other draft SPDs that the Council is currently preparing, and reflects the adopted status of the SPD.

More details of the modifications made can be found in the council's Rural Workers' Dwellings SPD: Consultation Statement document which can be viewed at www.cravencd.gov.uk/localplan.

Any person with sufficient interest in the decision to adopt the RWD SPD may apply to the High Court for permission to apply for judicial review of that decision. Any such application to the High Court must be made not later than 3 months after the date of which the RWD SPD was adopted (i.e. 3 months from 12 October 2022 – being the day after adoption).

In accordance with Regulation 14 of the 2012 Regulations the RWD SPD and this Adoption Statement have been made available to view on the Council's website at: www.cravendc.gov.uk/localplan.

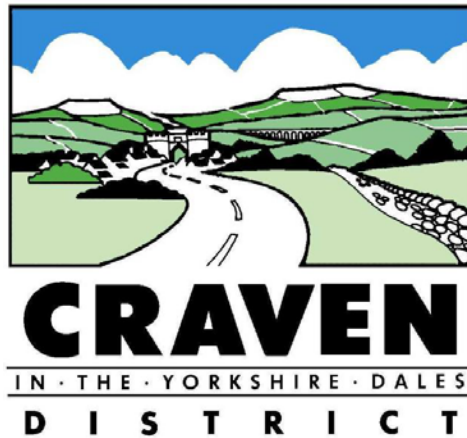
Paper copies will be made available as soon as practicable at the Council's main reception, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ, which is open from 9am to 5pm Monday to Thursday and 9am to 4:30pm on Friday and libraries within Craven outside the Yorkshire Dales National Park.

Paper copies are available to purchase on request.

A copy of this Adoption Statement will be sent to all parties who have asked to be notified of the adoption of the RWD SPD.

For further information, please refer to the Council's website via the link provided above or contact the Spatial Planning Team at spatialplanning@cravendc.gov.uk.

Paul Shevlin, Chief Executive
11 October 2022



Draft Rural Workers' Dwellings Supplementary Planning Document (SPD)

Consultation Statement

Presented to Policy Committee on 21st June 2022

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PART ONE: CONSULTATION STATEMENT REQUIRED BY REGULATION 12(a) OF THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012 (as amended).

Introduction

1. Craven District Council has prepared a Supplementary Planning Document (SPD) in relation to Rural Workers' Dwellings which provides further guidance on the delivery of this type of housing in the Craven Local Plan area. In accordance with the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended) and [NPPF](#) definitions of SPD's, it adds further detail to help explain the objectives relating to the following policies of the [Craven Local Plan \(Nov 2019\)](#) and is a material consideration in the determination of relevant planning applications:

- Policy EC3: Rural Economy
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the Challenge of Climate Change
- Policy SP4: Spatial strategy and housing growth.
- Policy ENV1: Countryside and Landscape
- Policy ENV2: Heritage
- Policy ENV3: Good Design

2. In line with Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), and the Council's [Statement of Community Involvement](#) (SCI) 2022, draft SPDs are subject to two rounds of public consultation. Regulation 12 requires LPAs to invite comments on a draft SPD during a period of public participation. Regulation 13 then requires LPAs to invite representations on a draft SPD over a period of not less than four weeks.

Purpose of the Consultation Statement

3. Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires that, before adopting a Supplementary Planning Document, Local Planning Authorities (LPA) should prepare a Consultation Statement. This should include the following information:

- (i) The persons the local planning authority consulted when preparing the supplementary planning document;
- (ii) A summary of the main issues raised by those persons; and
- (iii) How those issues have been addressed in the supplementary planning document.

4. Regulation 12(b) requires both the consultation statement and the SPD to be made available for the purpose of seeking representations on a draft SPD.

Public Consultation on the First Draft Rural Workers' Dwellings SPD

5. In line with regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Council's [Statement of Community Involvement](#) (SCI) 2022, the draft SPD was published on the Council's website, paper copies were placed at the Council's main offices and in libraries within the Craven Local Plan area. The Regulations require Local Planning Authorities to invite representations to be made on the draft SPD over a period of not less than four weeks. Public consultation on the first draft Rural Workers' Dwellings SPD ran from Monday 13th September until Monday 11 October 2021. Comments were invited to be submitted in writing, no later than Monday 11th October 2021 either by post or email.
6. The Council has developed a comprehensive local plan consultation database which includes specific and general bodies and individuals for consultation purposes. The [Subscriptions](#) web page on the Council's website allows individuals and organisations to submit their details and be entered onto the local plan consultation database, via Mailchimp at any time. All contacts within the local plan consultee database were notified of the draft Rural Workers' Dwellings SPD consultation by either postal or electronic mailshot. Consultees include:
 - Specific Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations, including Town and Parish Councils
 - General Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations.
 - Individuals that have subscribed to receive details of spatial planning consultations.
7. A press release was issued by the Council on 10th September 2021. This was subsequently published in the Craven Herald & Pioneer newspaper on Thursday 16th September 2021. The consultation was also promoted on social media (Twitter and Facebook). A copy of the press release is included at Appendix 1 to this report.

What issues were raised & How have they been addressed?

8. A total of 9 representations were received to the first round of public consultation. Table 1 below sets out who submitted the response, a summary of the main issues raised, the Council's response and how the issues raised have been addressed in the SPD together with details of any changes to the SPD, where appropriate.

Table 1: Summary of the issues raised by respondents during the first round of public consultation, the Council's response and recommended changes to the SPD

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
Marine Management Organisation	Standard advice regarding marine licensing, marine planning and minerals and waste plans and local aggregate assessments.	The standard advice is noted. No change to SPD required.
Canal and Rivers Trust	Based on the information available the Trust has no comments to make on the draft document.	'No comments' response is noted. No change to SPD required.
North Yorkshire Police	Support for the draft SPD which adequately covers the topic of Designing Out Crime. The draft SPD makes reference to the draft Good Design Guide, which contains a specific section on designing out crime and confirms that this document will be used to appraise any applications for these types of dwellings. It also notes that relevant applications should be accompanied by a Design & Access Statement which should contain details of how the scheme looks to design out crime.	Positive response noted. No change to SPD required.
Coal Authority	Note that this consultation relates to the draft Rural Workers' Dwellings SPD, therefore confirm that the Planning team at the Coal Authority has no specific comments to make on this document.	'No comments' response is noted. No change to SPD required.
Yorkshire Wildlife Trust	It is essential that any conversions are undertaken sympathetically, in order to ensure that they can continue to be used by wildlife post conversion. If impacts on wildlife are identified, the mitigation hierarchy will apply, where impacts are firstly avoided, before mitigation and compensation are applied. Licences from Natural England may be necessary should impacts to bat roosts be unavoidable. The potential impact of light pollution of building conversions on nocturnal wildlife should also be taken into consideration in the planning decision making process.	The draft SPD deals primarily with providing advice to interested parties about how to ensure an application for a rural worker's dwelling is functionally and financially justified (as set out in local plan policy EC3 (d) and the PPG). The draft SPD also provides further detail on how applications for rural workers' dwellings can comply with policies ENV1: Countryside and Landscape, ENV2: Heritage and ENV3: Design, but does not preclude the need for applicants to fully consider and comply with all other relevant local plan policies. With regards to the concerns set out in the representation, applicants would need to have regard to ENV4: Biodiversity, criterion a) iii), which aims to avoid the loss of, and encourage the recovery or enhancement of ecological networks, habitats and species. As such if wildlife is identified at a proposed site, the Council will ensure that the

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
		<p>necessary and appropriate surveys are undertaken and where necessary, the mitigation hierarchy is suitably applied. The Council is currently preparing an SPD relating to Green Infrastructure and Biodiversity which provides further guidance to policies ENV4 and ENV5. Paragraph 1.1.4 of the Rural Workers' Dwellings SPD makes reference to the other SPDs with a link provided to the Council's website (see para 1.1.4 wording below in table 2).</p> <p>Applicants would also need to consider the effects of any potential light pollution which may arise from the development, and mitigate accordingly, in accordance with ENV1: Countryside and Landscape, criterion f).</p> <p>Therefore, the application of relevant adopted local plan policies to proposals for rural workers' dwellings would take into account issues such as impact on wildlife and light pollution where appropriate. It is not the role of this SPD to provide further guidance on these specific policy areas, but to provide guidance on the principle policy of EC3: Rural Economy.</p> <p>No change to SPD required.</p>
Strategic Housing, CDC	<p>Planning restrictions: SPD doesn't discuss what would happen once an occupancy restriction is removed. Possibility that the home would then be entirely unrestricted and be vulnerable to sale on the open market.</p> <p>Request that the SPD introduces a secondary restriction, to apply if the rural worker restriction were to be removed, to offer the opportunity for the home to be used to meet some other local housing need (before it could be sold on the open market).</p>	<p>Planning restrictions: The draft SPD provides information from paragraphs 3.9.0 to 3.10.2 which reflects existing processes regarding applying and removing occupancy restrictions where a justified case has been presented to the Council by the applicant.</p> <p>These processes recommend that appropriate marketing of these types of properties should be carried out over a 12-month period in the local area (6 months within the existing and adjoining parish and, if the property has not sold, a further 6 months in the wider local planning authority area). If the Council are satisfied that, following this extensive marketing process, a suitable buyer cannot be found, then it can be justified in removing the occupancy condition. This is standard practice across local planning authorities.</p> <p>Imposing a secondary restriction were the first restriction to be removed, to offer the</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>Size: The SPD argues that the size of the home should be "appropriate...to ensure continued affordability" (paragraph 2.8.3). However, the SPD does not quantify this size. Suggest that an upper size limit be explicitly set out in the SPD to ensure that rural workers' dwellings are not disproportionately large.</p>	<p>redundant rural worker's dwelling to people in other types of local housing need, would have to be justified by a parent policy in the local plan. Information provided in an SPD can only be based on, and supplement current policy requirements and current DM practise. New policy requirements cannot be introduced via an SPD.</p> <p>No change to SPD required.</p> <p>Size: Similarly, an upper size limit for rural workers' dwellings could not be explicitly set out in the SPD as it would require a parent policy 'hook' in the local plan, of which there currently is none. As noted above, SPD cannot introduce new policy requirements.</p> <p>No change to SPD required.</p>
Rural Solutions	<p>Principle of Rural Worker's Dwellings: Support for replacement or new build dwellings for rural worker "at or near" the location of the rural enterprise (paragraph 2.3.1). Allows for the dwelling constructed to be appropriate to the individual and nature of rural enterprise.</p> <p>Defining Functional 'Need': Scope of acceptable rural business remains limited (paragraphs 2.4.1 and 2.4.2). In order to best comply with Paragraphs 84 and 85 of the National Planning Policy Framework, request proactive and positive guidance as to how 'non-essential' rural worker dwellings would be delivered. Such would support rural diversification and more viable land uses in rural areas.</p> <p>Defining Financial 'Need': Paragraph 2.5.1 states that the financial need for a Rural Worker's Dwelling is to be assessed by: <ul style="list-style-type: none"> • "the degree to which there is confidence that the enterprise will remain viable for the foreseeable future; </p>	<p>Principle of Rural Workers' Dwellings: Support is noted with regards to the SPD's statement that these types of development should be "at or near" the location of the rural enterprise, and that they may be replacement dwellings or new build.</p> <p>No change to SPD required.</p> <p>Defining Functional Need: Paragraphs 84 and 85 in the NPPF sets out support for proposals which meet local business and community needs in rural areas. Local plan policy EC3: Rural Economy is considered to conform to the NPPF in this respect by requiring a rural worker's dwelling to be justified on functional and financial grounds. Proposals for dwellings in the open countryside that are not considered essential for rural workers will be assessed against local plan policy SP4, specifically part K of that policy which sets out limited circumstances within which such dwellings would be allowed.</p> <p>No change to SPD required.</p> <p>Defining Financial Need: The quote at paragraph 2.5.1 in the SPD is taken directly from national Planning Policy Guidance (PPG). As such it cannot be altered by this SPD. Criterion d) of policy EC3 enables farm, forestry and other land based businesses to build the new and</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>• Whether the provision of an additional dwelling on site is essential for the continued viability of a farming business through the farm succession process;"</p> <p>Not all rural workers and rural enterprises are farms and associated farm workers. Suggest that the policy guidance refers to rural businesses in a broader sense, instead of farm businesses.</p> <p>Paragraph 2.5.2 requires a detailed business plan to be submitted to demonstrate future financial viability. Agree with the base premise, but request that clearer guidance is set out as to the threshold of viability to make it simpler to discern development viability at an earlier stage.</p> <p>Design Considerations: Support for paragraphs 2.6.1- 2.8.0 which emphasise the importance of rural worker dwelling's minimising impacts on rural areas- namely in visual impacts, heritage impacts and design considerations.</p> <p>Paragraph 2.8.3 states that temporary dwellings should be complementary to the design of any existing dwellings to minimise visual impacts. These residences (such as caravans and cabins) are usually modular in design, and thus have little capacity for design modifications. Object to this requirement due to it's potential to render temporary</p>	<p>replacement buildings needed where they are fully justified on functional and financial grounds. Paragraph 1.2.1 the SPD defines a rural worker's dwelling as "<i>a new build dwelling, or one created by replacing an existing building, that is needed to house a rural worker associated with farm, forestry and other land-based businesses. The term 'land-based businesses' relates to farming and industries connected to the land and environment, including horticulture, food production, conservation, landscaping and equine uses. Within this SPD farm, forestry and land-based businesses are collectively referred to as 'a rural enterprise'.</i>"</p> <p>The draft SPD provides further guidance to policy EC3 in defining what is meant by a rural worker's dwellings, which is a new dwelling that is needed to house a rural worker associated with farm, forestry and land based businesses. It is considered, therefore that policy EC3 and the SPD does relate to rural businesses/enterprises in the broader sense and is not just restricted to farm businesses.</p> <p>No change to SPD required.</p> <p>Setting a threshold of viability would be difficult for these types of applications as it cannot be standardised. Viability will be different for different size rural enterprises as well as the type of rural business. A standardised threshold would not therefore cater for all situations.</p> <p>No change to SPD required.</p> <p>Design Considerations: Support is noted for the design considerations at paras 2.6.1 – 2.8.0 in the SPD. With regards to paragraph 2.8.3, the text refers to criterion b) of policy ENV3 and states that "<i>the scale, height and massing of the rural worker's dwelling should respect the setting and be complimentary to the existing, surrounding buildings</i>". This criterion does not deal with the physical design of such dwellings. The intention of criterion b) (which is expanded on in paragraph 2.8.3 of the SPD) is to ensure that overly large and obtrusive new builds (either permanent or temporary) are</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	<p>accommodation unviable to act as accommodation for a rural worker.</p> <p>Occupancy Restrictions: Agree with paragraphs 3.2.1 - 3.10.2, bar paragraph 3.9.3.</p> <p>Object to points made in paragraph 3.9.3 regarding application of occupancy conditions on all other existing dwellings at the rural enterprise to ensure they are not able to be severed from the rural enterprise for which an operational need has been identified. No justification for such an excessive measure in local or national planning policy.</p> <p>Permitted Development Rights: Object to paragraph 3.11.1 regarding removal of Permitted Development Rights to ensure a rural worker dwelling will remain an "appropriate size which would contribute towards continued affordability." No local or national policy justification, and no clear explanation of when Permitted Development Rights would be removed.</p> <p>This approach would prevent the 'reasonable expansion' of a rural</p>	<p>avoided, and that new builds should fit in, in terms of their scale, height and massing, with the surrounding built form. Paragraph 2.8.3 does not state that temporary dwellings should be complementary to the design of any existing dwellings to minimise visual impacts. It does state that 'any new or temporary dwelling should be visually as well as functionally related to the main rural enterprise's buildings'. As the full representation rightly points out, temporary accommodation for rural workers can often be in the form of caravans, and as these are usually modest in size, they should comply with ENV3 b) in terms of their 'scale, height and massing'.</p> <p>No change to SPD required.</p> <p>Occupancy restrictions: Support is noted for paragraphs 3.2.1 - 3.10.2 (barring paragraph 3.9.3).</p> <p>Paragraph 3.9.3 is clear that the LPA <u>may</u> additionally impose occupancy restrictions on all other existing dwellings at the rural enterprise <u>if</u> the rural worker's dwelling is not the sole dwelling on the rural enterprise. (emphasis added).</p> <p>The LPA does not therefore apply occupancy restrictions to all rural workers' dwellings, rather they are applied on a case by case basis and any new rural worker's dwelling is assessed on the basis of what is the existing position at the rural enterprise in question. The SPD sets out that there should be adequate justification for a rural worker's dwelling and any existing dwellings must be taken into consideration before that justification can be made.</p> <p>No change to SPD required.</p> <p>Permitted Development Rights: Paragraph 3.11.1 states that once a rural worker's dwelling has been granted planning permission, it <u>may</u> be necessary to remove permitted development rights (emphasis added). The aim of this approach is to ensure they remain an appropriate size which would contribute towards continued affordability. The draft SPD does not state that PD rights will be removed in all cases. Paragraph 3.11.2 states that the Council will consider the</p>

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
	Request further guidance on the forms to be used for non-agricultural rural businesses which provide reassurance that these businesses would be given due consideration in facilitating rural worker dwellings.	<p>of rural workers' dwellings provided in para 1.2.1 of the draft SPD.</p> <p>It is relevant to note that the LPA has recently consulted on its local list of validation requirements. It would have been suitable for the representor to request similar forms for rural workers' dwellings connected with other rural enterprises via that consultation process.</p> <p>The SPD sets out at the end of Appendix 2 that '<i>The local validation requirements referred to in this SPD were published by the Council on 1st September 2020. It should be noted that the Council has a requirement to review local validation lists at least every two years, therefore users of this SPD should refer to the most up to date local validation requirements published on the Council's website at https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/</i></p> <p>No change to SPD required.</p>
CPRE North Yorkshire	Support for SPD which explains the relevant policies, enabling both the public and potential developers to understand the Council's intentions of how the policies should work.	<p>Positive response noted.</p> <p>No change to SPD required.</p>
Historic England	Unable to respond to the consultation on this occasion.	<p>'Unable to respond' comment is noted.</p> <p>No change to SPD required.</p>

PART 2: SECOND PUBLIC CONSULTATION ON DRAFT RURAL WORKERS' DWELLINGS SUPPLEMENTARY PLANNING DOCUMENT; PUBLICITY, REPRESENTATIONS RECEIVED AND COUNCIL'S RESPONSE

1. In line with regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Council's [Statement of Community Involvement](#) (SCI) 2022, the draft SPD was published on the Council's website, paper copies were placed at the Council's main offices and in libraries within the Craven Local Plan area. The Regulations require Local Planning Authorities to invite representations to be made on the draft SPD over a period of not less than four weeks. Public consultation on the second draft Rural Workers' Dwellings SPD ran for a period of four weeks from Tuesday 4th January until Tuesday 1st February 2022. Comments were invited to be submitted in writing, no later than Tuesday 1st February 2022 either by post or email.
2. The Council has developed a comprehensive local plan consultation database which includes specific and general bodies and individuals for consultation purposes. The [Subscriptions](#) web page on the Council's website allows individuals and organisations to submit their details and be entered onto the local plan consultation database, via Mailchimp at any time. All contacts within the local plan consultee database were notified of the draft Rural Workers' Dwellings SPD consultation by either postal or electronic mailshot. Consultees include:
 - Specific Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations, including Town and Parish Councils
 - General Consultation Bodies as defined in The Town and Country Planning (Local Planning) (England) Regulations 2012 and amended Regulations.
 - Individuals that have subscribed to receive details of spatial planning consultations.
3. A press release was issued by the Council the week commencing 20th December 2021. This was subsequently published in the Craven Herald & Pioneer newspaper on 23rd December 2021. The consultation was also promoted on social media (Twitter and Facebook). A copy of the press release is included at Appendix 2 to this report.

What issues were raised & How have they been addressed?

4. A total of 9 representations were received to the second round of public consultation. Table 2 below sets out who submitted the response, a summary of the main issues raised, the Council's response and how the issues raised have been addressed in the SPD together with details of any changes to the SPD, where appropriate.

Table 2: Summary of the issues raised by respondents during the second round of public consultation, the Council's response and recommended changes to the SPD

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
Marine Management Organisation	Standard advice regarding marine licensing, marine planning and minerals and waste plans and local aggregate assessments.	The standard advice is noted. No change to SPD required.
Canal and Rivers Trust	The Canal and Rivers Trust do not wish to make comments on the Rural Workers' Dwellings SPD - Second Draft document.	'No comments' response is noted. No change to SPD required.
North Yorkshire Police	As there were no amendments made in relation to the topic of Designing Out Crime, NY Police have no additional comments to make to those made in relation to the original draft document.	'No comments' response is noted. No change to SPD required.
CPRE (North Yorkshire)	CPRENY has no additional comments to make.	'No comments' response is noted. No change to SPD required.
Coal Authority	It is noted that this current consultation relates to a Rural Workers' Dwellings SPD, as such the Planning team at the Coal Authority have no specific comments to make on this document.	'No comments' response is noted. No change to SPD required.
Historic England	<p>Historic England supports the intention of the SPD and welcomes the emphasis that the Council places on ensuring that new developments are of a high-quality design and build, which is informed by local character and distinctiveness, and helps to conserve the historic environment.</p> <p>In paragraphs 2.7.1 & 2.7.2 Historic England welcomes the reference made to Policy ENV2: Heritage and the stipulation that this applies equally to applications for building rural workers' dwellings as it would to any other development proposal.</p> <p>Historic England also welcomes the recognition that rural workers' dwellings will often be constructed within the setting of traditional farm buildings, and groups of buildings, and that in order to preserve their unique character they should sit comfortably and sensitively amongst them.</p>	'Support' response is noted and welcomed. No change to SPD required.

Respondent	Summary of issues raised	Council's response and recommended changes to the SPD (shown in bold)
Skipton Town Council	Although this consultation lies beyond the remit of STC, the proposals are broadly welcome.	<p>'Support' response is noted and welcomed.</p> <p>No change to SPD required.</p>
NYCC	NYCC service areas have no comments on the Rural Workers' Dwelling SPD.	<p>'No comments' response is noted.</p> <p>No change to SPD required.</p>
Natural England	<p>Natural England welcomes the revisions made to the Rural Workers' Dwellings Habitats Regulations Assessment Screening Report and agree with the conclusions of the HRA and Strategic Environmental Assessment (SEA) Screening Report, based on the information provided.</p> <p>Natural England broadly welcomes the Rural Workers' Dwellings SPD – Second Draft. However, Natural England suggests that "Part Two: Conforming with Relevant Policies of the Craven Local Plan" includes a section on Nationally and Internationally Designated Site Considerations, outlining key considerations and referring to the relevant local plan policy and HRA. As previously stated, relevant individual planning applications may also be subject to HRA Screening, if they are located in close proximity to European Sites.</p>	<p>'Support' response is noted and welcomed.</p> <p>No change to SPD required.</p> <p>The Council is currently preparing a range of SPDs which provide support and guidance on various local plan policies. A paragraph has been added to Part One of each SPD which encourages applicants to refer to all relevant SPDs when preparing and submitting an application.</p> <p>Specifically, the Council is preparing a Green Infrastructure and Biodiversity SPD which sets out how to apply local plan policies ENV4: Biodiversity and ENV5: Green Infrastructure. This SPD includes guidance on which validation documents to submit with an application that is located in close proximity to nationally or international designated sites.</p> <p>Change to SPD as follows: Add the following text as a new paragraph at 1.1.4:</p> <p>1.1.4 Planning applications proposing rural workers' dwellings should take account of all relevant local plan policies. The Council has adopted other SPDs, which provide further guidance to specific adopted local plan policies. Applicants are encouraged to refer to these SPDs, when preparing and submitting an application to the Council (see Craven Local Plan webpage for details of all SPDs).</p>

Appendix 1

Craven Herald Press Release – 16th September 2021

Appendix 2

Craven Herald Press Release (text from website) – 23rd December 2021

Comments to be invited on flooding and homes for rural workers policies

23rd December 2021

CRAVEN residents are being invited to comment on policies of the area's local plan including flooding and homes for rural workers.

A four week consultation will get underway in the new year on draft Supplementary Planning Documents (SPDs) of the Craven Local Plan, which was adopted by Craven District Council two years ago at the end of 2019.

The consultation will invite people to comment on first drafts of supplementary documents on flood risk and water management; and also on green infrastructure and biodiversity, and will be used to add further detail to the local plan.

Also out for consultation are second draft documents on good design and rural workers' dwellings.

The Craven Local Plan will be used to assess and decide planning applications and how land is used in the area outside the Dales national park up until 2032.

The four Supplementary Planning Documents will add further detail to the relevant policies of the local plan and once adopted should help those submitting planning applications to the council.

The public consultation will run from Tuesday, January 4 until February 1. To find out more, from January 4, visit: www.cravenc.gov.uk/spatialplanningconsultations. Paper copies will also be available at the council offices, Belle Vue Square, Skipton, and at libraries.

The Spatial Planning Team can be contacted by emailing spatialplanning@cravenc.gov.uk.

<https://www.cravenherald.co.uk/news/19804618.comments-invited-flooding-homes-rural-workers-policies/>

Appendix H

Habitat Regulations Assessment (HRA) Screening Report

**Prepared in relation to the adoption of the
Rural Workers' Dwellings Supplementary Planning Document
of Craven District Council**

Prepared by David Feeney, B.E. (Environmental), MRUP, MSc

Prepared for Craven District Council, and reviewed by RP

Completion Date: March 2022

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Notes for readers:

The author as named has prepared this report for the use of Craven District Council. The report conclusions are based on the best available information, including information that is publicly available. This information is assumed to be accurate as published and no attempt has been made to verify these secondary data sources. This report was prepared in November 2021 and updated in March 2022. It is subject to and limited by the information available during this time. This report has been prepared with all reasonable skill, care and diligence within the terms of the contract with the client. The author accepts no responsibility to third parties of any matters outside the scope of the report. Third parties to whom this report or any part thereof is made known rely upon the report at their own risk.

1. HRA Purpose and Legislative Background

1.1 Purpose of the HRA Screening Report

1.1.1 This screening report has been prepared to determine whether the Rural Workers' Supplementary Planning Document (SPD) prepared by Craven District Council should be subject to a Habitat Regulations Assessment (HRA) Appropriate Assessment or further assessment.

1.2 Legislative Background

1.2.1 A Habitat Regulation Assessment (HRA) refers to the several distinct stages of assessment which must be undertaken in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended). These undertaken stages determine if a plan or project may affect the protected features of a habitats site before deciding whether to undertake, permit or authorise it. Hence, these regulations are for all plans and projects which may have likely significant effects on a designated international site or sites, and are not directly connected with or necessary to the management of the designated site.

1.2.2 These designated international sites feature Special Areas of Conservation (SACs), Special Protection Areas (SPAs), and Ramsar sites. The SAC is defined in the Habitats Directive (92/43/EEC) and it is designated to protect habitats and species listed in Annex I and Annex II of the directive, which are considered to be of European and national importance. The SPA focuses on safeguarding the habitats of migratory birds and particularly certain threatened birds. A Ramsar site is a wetland site designated to be of international importance under the Ramsar convention. As a matter of Government policy, the HRA is also required for candidate SACs, potential SPAs, and proposed Ramsar sites for the purposes of considering plans or programmes which may affect them.

1.2.3 In the Planning Practice Guidance (PPG), paragraphs 65-001 to 65-010 give guidance on the use of Habitat Regulations Assessment. In paragraph 65-002, it states: *"if a proposed plan or project is considered likely to have a significant effect on a protected habitats site (either individually or in combination with other plans or projects) then an appropriate assessment of the implications for the site, in view of the site's conservation objectives, must be undertaken"* and *"a significant effect should be considered likely if it cannot be excluded on the basis of objective information and it might undermine a site's conservation objectives."*

2. Overview of the Rural Workers' Dwellings SPD

2.1 Relationship with the Local Plan

2.1.1 Under the Planning & Compulsory Purchase Act 2004, policy guidance can be provided in Supplementary Planning Documents (SPDs). In line with the National Planning Policy Framework (NPPF), this SPD provides further guidance on the delivery of rural workers' dwellings in the Craven Local Plan area and provides further detail to help explain the objectives relating to the following policies of the Craven Local Plan (2012 – 2032), which was adopted in November 2019:

- Policy EC3: Rural Economy
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the Challenge of Climate Change
- Policy SP4: Spatial Strategy and Housing Growth
- Policy ENV1: Countryside and Landscape
- Policy ENV2: Heritage
- Policy ENV3: Good Design

The SPD hence supports the local plan and is produced in accordance with the procedures introduced by the 2004 Act.

2.1.2 Unlike the local plan itself, the SPD is not examined by an inspector, but it is subject to a public consultation process before being formally adopted by elected Council Members in a Council resolution. The SPD will be a material consideration in planning decisions.

2.2 The content of the Rural Workers' Dwellings SPD

2.2.1 The primary policy focus of the Rural Workers' Dwellings SPD is Policy EC3: Rural Economy. Criterion (d) of Policy EC3 *"enables farm, forestry and other land based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they are fully justified on functional and financial grounds"*.

2.2.2 A rural worker's dwelling is hence a new build dwelling, or one created by replacing an existing building, that is required to house a rural worker associated with farm, forestry and other land-based businesses. The term 'land-based businesses' relates to farming and industries connected to the land and environment, including horticulture, food production, conservation, landscaping and equine uses. Within this SPD, farm, forestry and land-based businesses are collectively referred to as 'a rural enterprise'.

3. The Screening Process and Conclusions

3.1 Habitat Regulations Assessment Stages

3.1.1 The Habitats Directive sets out various stages of the HRA process, and the relevant plan or programme must be analysed under the relevant stage(s) as deemed suitable based on the likelihood and severity of significant effects. These stages are listed and explained as follows:

- **Stage 1 – Screening:** To test whether a plan or project either alone or in combination with other plans and projects is likely to have a significant effect on an international site;
- **Stage 2 – Appropriate Assessment:** To determine whether, in view of an international site's conservation objectives, the plan (either alone or in combination with other projects and plans) would have an adverse effect (or risk of this) on the integrity of the site with respect to the site structure, function and conservation objectives. If adverse impacts are anticipated, potential mitigation measures to alleviate impacts should be proposed and assessed;

- **Stage 3 – Assessment of alternative solutions:** Where a plan is assessed as having an adverse impact (or risk of this) on the integrity of an international site, there should be an examination of alternatives (e.g. alternative locations and designs of development); and
- **Stage 4 – Assessment where no alternative solutions remain and where adverse impacts remain:** In exceptional circumstances (e.g. where there are imperative reasons of overriding public interest), compensatory measures to be put in place to offset negative impacts.

3.2 The Craven Local Plan and the HRA

3.2.1 A HRA Appropriate Assessment has been produced for the Craven Local Plan, which is available to view at <https://www.cravendc.gov.uk/media/8742/final-hra-appropriate-assessment-report-november-2019.pdf>. During the early stages of the local plan's preparation, a Screening Assessment Report was prepared in 2016 to determine the requirement for an Appropriate Assessment. As the draft plan process evolved, the emerging spatial strategy, allocated sites, housing growth options and policies were subject to change in content, and at the time of completion, the screening assessment could not rule out potential significant effects on relevant internationally designated sites. An Appropriate Assessment report was hence deemed suitable to analyse all of the plan's updated elements, as part of the continued interaction of the Habitats Regulations Assessment process with the evolving local plan.

3.2.2 Under this process, a number of iterations of the Appropriate Assessment were prepared to support each key stage of the local plan's progression to adoption. The final Appropriate Assessment iteration was published to coincide with the adoption of the local plan in November 2019. It was the conclusion of the HRA that the chosen spatial strategy, housing growth option, policies and allocated sites chosen by the adopted Craven Local Plan would not have any adverse impacts on the designated European sites in terms of their ecological integrity.

3.3 Determination of any significant effects relating to the SPD

3.3.1 The aforementioned HRA process for the adopted Craven local plan assessed whether the plan was likely to have significant effects on international sites that are partially inside the local plan boundary, adjacent to the boundary, or thought important through being potentially affected (e.g. downstream of a water body). A full determination cannot be made until the statutory consultation body have been consulted; in this case this body is Natural England. The international sites which are relevant for the Craven Local Plan and any associated SPDs include Special Areas of Conservation (SACs), Special Protection Areas (SPAs), and Ramsar sites, and are listed in alphabetical order as follows:

- Bowland Fells SPA
- Craven Limestone Complex SAC
- Ingleborough Complex SAC
- Leighton Moss SPA and Ramsar site
- Malham Tarn Ramsar site
- Morecambe Bay Pavements SAC and Morecambe Bay SPA
- North Pennine Dales Meadows SAC
- North Pennine Moors SAC and North Pennine Moors SPA

- South Pennine Moors SAC and South Pennine Moors (Phase 2) SPA

3.3.2 The HRA for the local plan took into account both the extent of the housing and economic growth for the plan area. It concluded that the growth planned could be accommodated without causing significant affects either alone or in combination on any of the aforementioned internationally designated sites. Paragraph 194 of the Craven Local Plan's [Inspector's Report](#) (09 October 2019), conclude that the policies and allocations in the Local Plan would not cause any adverse effects on the integrity of these designated sites. Rural workers'

dwellings form part of the planned housing development growth in the Craven local plan area. Hence, policy EC3 and other policies relevant to this SPD have already been considered in the appropriate assessment of the local plan.

3.3.3 All adopted Craven Local Plan policies, including those policies listed at section 2.1 above were analysed in the Sustainability Appraisal (SA) and HRA of the local plan and in the plan's examination, where they were judged to be a sound and suitably evidenced based policy fit for its purpose. The policies listed at paragraph 2.1.1, in terms of the type and amount of development they seek and promote, are not deemed to cause any adverse effects on these internationally designated sites.

3.4 Screening outcome

3.4.1 This screening report has assessed the potential effects of the proposed Craven District Council Rural Workers' Dwellings SPD, with a view to determining whether an Appropriate Assessment (Stage 2) or further stage in the HRA process is required under the Habitats Directive. The Rural Workers' Dwellings SPD provides further guidance to relevant policies in the Craven Local Plan, therefore it is closely related. Proposals in the SPD, including requirements for development, refer to policies set out in the Council's local plan, but do not propose policies themselves. The Rural Workers' Dwellings SPD does not create new policies, but instead it provides further guidance to relevant adopted Craven Local Plan policies. Hence, in line with the HRA of the local plan, the Rural Workers' Dwellings SPD is not likely to cause any likely significant effects alone or in combination on the designated international sites, in terms of their integrity. Therefore, it is not necessary to move to the Stage 2 Appropriate Assessment or beyond.

3.5 Consultation with Statutory Body

3.5.1 This HRA screening report is subject to consultation with the statutory consultee of Natural England. The response from the statutory body is presented in Appendix I.

Appendix I: Response from Statutory Body

The following response from Natural England was received on 30 November 2021. The text related to the HRA Screening Report for this SPD is shown below. The advice regarding some of the wording of Section 3.4.1 has been incorporated into the body of text above.

“Natural England broadly agrees with the conclusions of the Rural Workers’ Dwellings SPD Habitat Regulations Assessment Screening report. Based on the information provided, Natural England advises that the SPD is unlikely to have a likely significant effect on any European site, either alone or in combination with other plans and projects, and can therefore be screened out from any requirement for further appropriate assessment.

Please note that Section 3.4.1 states “in line with the HRA of the local plan, the Rural Workers’ Dwellings SPD will not cause any adverse effects alone or in combination on the designated international sites, in terms of their integrity.” The purpose of the Screening stage of the HRA process is to determine whether a plan or project, either alone or in combination with other plans and projects, is likely to have a significant effect on an international site. Therefore, the HRA Screening report should focus on likely significant effects and not draw conclusions about adverse effects on site integrity. We advise that this wording is revised.

Please note that relevant individual planning applications may still be subject to HRA Screening, if they are located in close proximity to European Sites.”

Appendix II: Acronyms

CDC	Craven District Council
CIL	Community Infrastructure Levy
EIA	Environmental Impact Assessment
NPPF	National Planning Policy Framework
PP	Policy or Programme
PPG	Planning Practice Guidance
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SEA	Strategic Environmental Assessment
SHMA	Strategic Housing Market Assessment
SPA	Special Protection Area
SPD	Supplementary Planning Document

Appendix H

Strategic Environment Assessment Screening Report

**Prepared in relation to the adoption of the
Rural Workers' Dwellings Supplementary Planning Document
of Craven District Council
Presented to the Council's Policy Committee on the 21st June 2022**

Prepared by David Feeney, B.E. (Environmental), MRUP, MSc

Prepared for Craven District Council, and reviewed by RP

Completion Date: March 2022

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Note for readers:

The author as named has prepared this report for the use of Craven District Council. The report conclusions are based on the best available information, including information that is publicly available. This information is assumed to be accurate as published and no attempt has been made to verify these secondary data sources. This report was prepared in November 2021, with this second iteration in March 2022. It is subject to and limited by the information available during this time. This report has been prepared with all reasonable skill, care and diligence within the terms of the contract with the client. The author accepts no responsibility to third parties of any matters outside the scope of the report. Third parties to whom this report or any part thereof is made known rely upon the report at their own risk.

1. SEA Purpose and Legislative Background

1.1 Purpose of the SEA Screening Report

1.1.1 This screening report has been prepared to determine whether the Rural Workers' Dwellings Supplementary Planning Document (SPD) prepared by Craven District Council should be subject to a Strategic Environmental Assessment (SEA).

1.2 Legislative Background

1.2.1 The basis for Strategic Environmental Assessment legislation is the European Directive 2001/42/EC (SEA Directive). This was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations). Detailed guidance of these regulations can be obtained via in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM, 2005).

1.2.2 The Planning Practice Guidance (PPG) discusses SEA requirements in relation to supplementary planning documents in paragraph 11-008. Here, the PPG states that: *'Supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the relevant strategic policies'* and later in the same section: *"Before deciding whether significant environment effects are likely, the local planning authority will need to take into account the criteria specified in schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 and consult the consultation bodies."*

1.2.3 Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects must be subject to an environmental assessment.

2. Overview of the Rural Workers' Dwellings SPD

2.1 Relationship with the Local Plan

2.1.1 Under the Planning & Compulsory Purchase Act 2004, policy guidance can be provided in Supplementary Planning Documents (SPDs). In line with the National Planning Policy Framework (NPPF), this SPD provides further guidance on the delivery of rural workers' dwellings in the Craven Local Plan area, and also provides further detail to help explain the objectives relating to the following policies of the Craven Local Plan (2012 – 2032), which was adopted in November 2019:

- Policy EC3: Rural Economy
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the Challenge of Climate Change
- Policy SP4: Spatial Strategy and Housing Growth
- Policy ENV1: Countryside and Landscape

- Policy ENV2: Heritage
- Policy ENV3: Good Design

The SPD hence supports the local plan and is produced in accordance with the procedures introduced by the 2004 Act.

2.1.2 Unlike the local plan itself, the SPD is not examined by an inspector, but it is subject to a public consultation process before being formally adopted by elected Council Members in a Council resolution. The SPD will be a material consideration in planning decisions.

2.2 The content of the Rural Workers' Dwellings SPD

2.2.1 The primary policy focus of the Rural Workers' Dwellings SPD is Policy EC3: Rural Economy. Criterion (d) of Policy EC3 *"enables farm, forestry and other land based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they are fully justified on functional and financial grounds"*.

2.2.2 A rural worker's dwelling is hence a new build dwelling, or one created by replacing an existing building, that is needed to house a rural worker associated with farm, forestry and other land-based businesses. The term 'land-based businesses' relates to farming and industries connected to the land and environment, including horticulture, food production, conservation, landscaping and equine uses. Within this SPD, farm, forestry and land-based businesses are collectively referred to as 'a rural enterprise'.

3. The Screening Process and Conclusions

3.1 SEA Screening

3.1.1 Screening is the process for determining whether or not an SEA is required. For this process, it is necessary to determine if a plan will have significant environmental effects using the criteria set out in Annex II of the SEA Directive and Schedule I of the SEA Regulations. A full determination can be made after the three statutory consultation bodies of Historic England, the Environment Agency, and Natural England have been consulted.

3.1.2 The SEA Directive requires plans and programmes to be in general conformity with the strategic policies of the adopted development plan for the relevant area. Within 28 days of its determination, the plan makers must publish a statement, setting out its decision. If they determine that an SEA is not required, the statement must include the reasons for this. The table included in Appendix I uses questions based on content of the SEA Directive to establish whether there is a requirement for SEA for the Rural Workers' Dwellings SPD. The table included in Appendix II analyses the Rural Workers' Dwellings SPD using criteria set out in Annex II of the SEA Directive and Schedule I of the Regulations.

3.2 Determination of significant effects

3.2.1 Paragraph 9 of the SEA Directive states that: *"This Directive is of a procedural nature, and its requirements should either be integrated into existing procedures in Member States or incorporated*

in specifically established procedures. With a view to avoiding duplication of the assessment, Member States should take account, where appropriate, of the fact that assessments will be carried out at different levels of a hierarchy of plans and programmes." The policies of the Craven Local Plan have been subject to a full [Sustainability Appraisal](#) (SA). The SEA requirements are included under the approach to sustainability appraisal.

3.2.2 Therefore it is considered that the potential significant effects of the Rural Workers' Dwellings SPD, either individually or in combination with other plans and projects, have already been assessed in the SA of the local plan. A summary analysis of the potential effects of the SPD based on the key subject areas is shown in the following paragraphs to ensure that the SPD does not give rise to any new significant environmental effects. This analysis relates to that contained within the SA of the local plan.

3.2.3 Population and human health: The provision of rural workers' dwellings is an important social objective, in that the provision of rural workers' dwellings for local needs in Craven is a significant aspect of social cohesion within the population of the local plan area. Provision of these rural dwellings is required for those people in Craven who work locally in agriculture (often with adjacent farm holdings on site), horticulture, equestrian activities or other rural based employment.

3.2.4 Biodiversity, flora and fauna: Policy ENV4 of the local plan focuses on biodiversity, and states that growth in housing, business and other land uses on allocated and non-allocated sites will be accompanied by improvements in biodiversity. Specifically, development will then make a positive contribution towards achieving a net gain in biodiversity. Conformity of proposals for rural workers' dwellings with the policies covered in this SPD should therefore result in a positive impact in terms of the flora and fauna in the local plan area.

3.2.5 Climatic factors: As rural workers' dwellings are not, by their nature, located within existing towns with a more substantial level of public transport services, there are fewer opportunities to utilise public transport with hence a greater reliance on private vehicle use. However, all proposed housing, including rural workers' dwellings, in the Craven local plan area must conform to more sustainable construction and design practices promoted in Policies ENV3 criterion (t) and ENV7. The number of rural workers' dwellings as part of the total housing provision over the lifetime of the local plan is relatively low, and indeed, the provision of such dwellings is viewed as important for social and economic cohesion in Craven.

3.2.6 Cultural heritage: There is not anticipated to be any significant effects on cultural heritage due to the need for conformity to the local plan's Policy ENV2 on heritage and Policy ENV3 on good design. Such policies set out and advise on architectural style, construction and materials requirements for development, and also principles for design. These policies will help to ensure new developments of rural workers' dwellings are not discordant with the existing setting.

3.2.7 Soil, water and air: Similarly, to all development proposals new developments of rural workers' dwelling units must conform with Policy ENV6: Flood Risk, Policy ENV7: Land and Air Quality, and Policy ENV8: Water Resources, Water Quality and Groundwater. There is not anticipated to be any significant effects on soil, water and air as proposed developments will need to meet with the criteria of such policies in order to gain planning permission.

3.2.8 Landscape: As noted, all development proposals in the Craven local plan area must conform to more sustainable construction and design practices promoted in Policies ENV3 and ENV7. Hence, there should be significant mitigation of landscape impacts in place when planning for new development of rural workers' dwellings in the local plan area.

3.2.9 Material assets: The material assets topic considers social, physical and environmental infrastructure, and hence this paragraph should be read alongside the previous subjects in this section. Policies in the local plan are likely to help ensure that arrangements are put in place to upgrade existing off-site infrastructure in line with new developments coming forward, where appropriate. Critical existing infrastructure and services will be likely to have the capacity to deal with increased demands for their services, in part supported by the implementation of the Community Infrastructure Levy (CIL), if adopted by the Council.

3.3 Screening outcome

3.3.1 Proposals in the Rural Workers' Dwellings SPD, including requirements for development, refer to policies set out in the district's local plan which have been through sustainability appraisal, which include SEA requirements. An Appropriate Assessment of the local plan was undertaken and it concluded that the plan's contents would not have any adverse impacts on the integrity of any designated European site or SEA objective. Therefore, a full SEA is not required for this SPD under the SEA Directive.

3.3.2 The SPD provides further guidance to relevant policies in the Craven Local Plan, including policy EC3, therefore it is closely related to local plan content. The SPD will not have any adverse effects on an internationally designated site such as a Special Protection Area (SPA) or Special Area of Conservation (SAC), above and beyond any significant effects that the local plan is likely to have, either individually or in combination with other plans and projects. Therefore, the SPD will not trigger the need for a SEA in this regard. Further analysis and more information on these designated European sites relevant to Craven are available in the HRA Screening Report for the Rural Workers' Dwellings SPD. This SPD will not have any adverse social impacts, and indeed as previously explained, rural workers' dwellings should have overall positive impacts for the population of Craven.

3.3.3 This screening report has assessed the potential effects of the Craven District Council Rural Workers' Dwellings SPD, with a view to determining whether an environmental assessment is required under the SEA Directive. In accordance with topics cited in Annex 1(f) of the SEA Directive, significant effects on the environment are not expected to occur as a result of the SPD. It is recommended that the Rural Workers' Dwellings SPD should be screened out of the SEA process.

3.4 Consultation with Strategic Bodies

3.4.1 This SEA screening report is subject to consultation with the statutory consultees of Historic England, the Environment Agency, and Natural England. Responses from the statutory bodies are presented in Appendix III.

Appendix I: Establishing whether there is a need for SEA

Stage	Discussion	Answer
1. Is the plan or programme subject to preparation and/or adoption by a national, regional or local authority or prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Article 2(a))	The Rural Workers' Dwellings SPD has been prepared by and will be adopted by Craven District Council to give detail and guidance on local plan contents which are relevant to this SPD, predominately Policy EC3 on rural workers' dwellings provision in the local plan area.	Yes
2. Is the plan or programme required by legislative, regulatory or administrative provisions? (Article 2(a))	Paragraph 6.3 of the adopted Craven Local Plan refers to the intended production of the Rural Workers' Dwellings SPD. When the Rural Workers' Dwellings SPD is adopted, it will be a material consideration but it will not be part of the adopted local plan.	Yes
3. Is the plan or programme prepared for agriculture, forestry, fisheries, energy industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, and does it set a framework for future development consent of projects in Annexes I and II to the EIA Directives? (Article 3.2(a))	It is a SPD prepared for town and country planning and land use, and provides detail to the local plan policy framework for future consent of projects listed in Schedule II of the EIA Directive.	Yes
4. Will the plan or programme, in view of its likely effect on sites, require an assessment for future development under Article 6 or 7 of the Habitats Directive? (Article 3.2(b))	The Rural Workers' Dwellings SPD is not anticipated to have an adverse effect on any designated European sites relevant to the Craven local plan area, in terms of their ecological integrity.	No
5. Does the plan or programme determine the use of small areas at local level, or is it a minor modification of a plan or programme subject to Article 3.2? (Article 3.3)	The SPD will be a material consideration in the consideration of planning applications for new developments. It provides detailed guidance to adopted local plan policy.	Yes
6. Is it likely to have a significant effect on the environment? (Article 3.5)	The purpose of the SPD is to provide guidance to assist in the interpretation of adopted policies in the local plan. The policies to which the SPD relates were subject to SEA (incorporated within the SA) through the local plan preparation	No

	<p>process. Therefore, the SPD will not itself have any significant effects on the environment, and may assist in addressing potential negative effects identified in the SEA of the relevant adopted policies.</p> <p>See Section 3.2 and appendix II detailed assessment.</p>	
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Appendix II: Rural Workers' Dwellings SPD and the SEA Directive

Criteria (from Annex II of SEA Directive and Schedule I of Regulations)	Response
The characteristics of plans and programmes	
(a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources	The Rural Workers' Dwellings SPD sets a framework for projects by providing detail and guidance on adopted policies of the Craven Local Plan, particularly Policy EC3. The SPD forms a material consideration in planning application decisions.
(b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy	The Rural Workers' Dwellings SPD does not create new policies, but instead it provides further guidance to relevant adopted Craven Local Plan policies, which have been subject to SEA (incorporated within the SA). It sits below 'higher tier' documents and does not set new policies.
(c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development	The SPD provides guidance on the interpretation of adopted local policy along with national guidance, all of which promote sustainable development. The SPD does not introduce new policy.
(d) Environmental problems relevant to the plan or programme	As explained in the local plan, there are a number of environmental issues to be considered in the Craven Local Plan area including: potential impacts of development on natural and historic landscapes, high private vehicle dependency, climate change impacts including fluvial flooding risk, and potential loss of biodiversity. Carbon emissions associated with rural living have been identified, but these rurally based homes are relatively low in number in comparison with the overall housing stock. The SPD seeks where possible to achieve environmental improvements via good quality, sustainable design.
(e) The relevance of the plan or programme for the implementation of community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	This is not directly applicable in the case of the Rural Workers' Dwellings SPD, and there are other policies in the Craven Local Plan which address water protection (particularly Policy ENV8). North Yorkshire County Council is the relevant authority who addresses waste management issues for this region.
Characteristics of the effects and of the area likely to be affected	

(a) The probability, duration, frequency and reversibility of the effects	The Rural Workers' Dwellings SPD is not expected to give rise to any significant environmental effects.
(b) The cumulative nature of the effects	The Rural Workers' Dwellings SPD is not considered to have any significant cumulative effects. As the document provides further guidance to adopted local plan policies, but does not set policies itself, it cannot contribute to cumulative impacts in combination with the Craven Local Plan.
(c) The transboundary nature of the effects	The Rural Workers' Dwellings SPD is not expected to give rise to any significant transboundary environmental effects. Any potential significant transboundary environmental effects have already been assessed as part of the local plan's sustainability appraisal, the Habitat Regulations Assessment and the plan's examination process.
(d) The risks to human health or the environment (for example, due to accidents)	There are no anticipated effects of the Rural Workers' Dwellings SPD on human health or the environment due to accidents or other related subjects.
(e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	The SPD will be applied to all relevant planning applications in the plan area.
(f) The value and vulnerability of the area likely to be affected due to: <ul style="list-style-type: none"> - Special nature characteristics or cultural heritage; - Exceeded environmental quality standards or limit values - Intensive land-use 	The Rural Workers' Dwellings SPD is not anticipated to adversely affect any special natural characteristics or cultural heritage in the Craven local plan area or beyond its borders. The Rural Workers' Dwellings SPD is also not expected to lead to the exceedance of environmental standards or promote intensive land use. The SPD covers areas protected for their special natural characteristics and cultural heritage including the Forest of Bowland AONB, SACs, SPAs and Conservation Areas. However, it provides further guidance on the implementation of existing local plan policies, which have been subject to SEA, to provide further positive effects. The SPD does not introduce new policy nor does it propose any new development over and above that assessed within the Craven Local Plan.

<p>(g) The effects on areas or landscapes which have a recognised national, community or international protection status.</p>	<p>As has been outlined in previous paragraphs of this document, the Rural Workers' Dwellings SPD is not expected to have any adverse effect on areas with national, community or international protection. The SPD covers areas protected for their special natural characteristics and cultural heritage including the Forest of Bowland AONB, SACs, SPAs and Conservation Areas. However, it provides further guidance on the implementation of existing local plan policies, which have been subject to SEA, to provide further positive effects. The SPD does not introduce new policy nor does it propose any new development over and above that assessed within the Craven Local Plan.</p>
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Appendix III: Responses from Statutory Bodies

The following responses from Historic England and Natural England were received on 29 and 30 November 2021 respectively. The text extracts related to the SEA Screening Report for both the Rural Workers' Dwellings and Good Design SPDs are shown below.

Historic England

"You will see that in both cases we would endorse the authority's conclusions that it is not necessary to undertake a SEA for these particular SPD as they are unlikely to result in any significant environmental effects and relate to policies in the Local Plan that have already been subject to a Sustainability Appraisal/SEA.

"In terms of our area of interest, given the nature of the SPD, we would concur with your assessment that the document is unlikely to result in any significant environmental effects and will simply provide additional guidance on existing Policies contained within a Adopted Development Plan Document which has already been subject to a Sustainability Appraisal/SEA. As a result, we would endorse the Authority's conclusions that it is not necessary to undertake a Strategic Environmental Assessment of this particular SPD.

The views of the other three statutory consultation bodies should be taken into account before the overall decision on the need for an SEA is made."*

*Note: there are three statutory consultation bodies: Historic England, Natural England and the Environment Agency. The Environment Agency have previously stated to the Council that they do not need to be consulted on these documents.

Natural England

"Based on the information provided, we do not have any concerns about the SEA Screening Reports for the Rural Workers' Dwellings SPD or Good Design SPD at this stage. It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests are concerned (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) that there are unlikely to be significant environmental effects from the proposed plans.

Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result, the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an SEA is necessary.

Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA screening stage, should the responsible authority seek our views on the scoping or environmental report stages. This includes any third party appeal against any screening decision you may make."

The Environment Agency had previously responded to state that they do not normally respond to Screening Reports, and on this occasion no response was received.

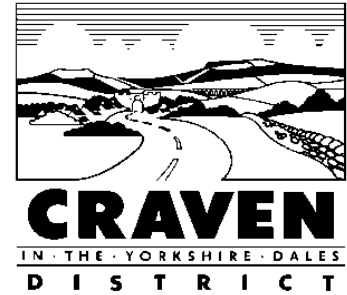
Appendix IV: Acronyms

CDC	Craven District Council
CIL	Community Infrastructure Levy
EIA	Environmental Impact Assessment
NPPF	National Planning Policy Framework
PP	Policy or Programme
PPG	Planning Practice Guidance
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SEA	Strategic Environmental Assessment
SHMA	Strategic Housing Market Assessment
SPA	Special Protection Area
SPD	Supplementary Planning Document

Policy Committee – 21st June 2022

Skipton Circular Walk Project

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



**Lead Member – Enterprising Craven: Councillor Myers
Greener Craven: Councillor Lis**

Ward(s) affected: Skipton North Ward

1. Purpose of Report

This report explores options to deliver the Skipton Circular Walk and in particular the stage from Gargrave Road to White Hills Lane. It sets out some aims and assumptions of the route, some options and then finally recommendations about how it could proceed.

2. Recommendations – Members are recommended to:

- 2.1 To support the creation of a permissive woodland trail from Gargrave Road to White Hills Lane, Skipton prior to the development of the housing scheme at Land north of Gargrave Road and west of Park Wood Drive and Stirtonber, Skipton as described in paragraph 4.1 (2).
- 2.2 To allocate up to £100,000 from the New Homes Bonus to underwrite the scheme
- 2.3 Authorise the Strategic Manager Planning and Regeneration to apply for external funding up to the value of £200,000 to deliver the project and authorise the Director of Services in consultation with the Solicitor to the Council and the Chief Finance Officer to enter into any funding agreement.

3. Background

- 3.1 At the Full Council on 22 February 2022, it was agreed to assess the options to develop a footpath from Gargrave Road, across land owned by Craven District Council to White Hills Lane as part of the circular walk around Skipton would be considered and if necessary, a report would be brought back to a future Policy Committee.
- 3.2 The land is allocated within the Local Plan as the largest housing allocation and so is vital to the delivery of the Local Plan. Within the Local Plan there is the

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expectation that there will be a connected green corridor throughout the site which supports the development site.

3.3 To develop and deliver a project in 12 months is a significant task and if this is the aim then the project scope will need to reflect this requirement. Also, any project requiring over £100,000 will need approval from the new authority.

3.4 The assumptions and constraints used in the development of the project are:

- To contribute to the creation of a circular walk around Skipton
- Connect Skipton to the countryside via White Hills Lane
- Create a green corridor that is support community well-being so incorporates woodland, wildlife and art
- Try to blend Aireville Park into this green corridor
- The whole area is contained in the Local Plan as a housing site, so the green space must support and not hinder future development.
- The incorporation of the green corridor will protect existing housing on Rockwood and add value to the new housing
- Craven District Council can only contribute up to £100,000. Any additional funding will require fund raising.
- There are multiple landowners that will need to agree to the scheme and so as much as possible to be developed on Craven DC land
- The land is subject to a grazing licence that runs to 18th January 2023.

4. Options Appraisal

4.1 Three options have been developed to aid discussion. These are:

1. To develop an accessible path from Gargrave Road to White Hills Lane to be designed and developed as part of the wider housing scheme - this would see a green trail winding through a future housing scheme. The trail and the housing scheme would need to be designed together so that each supports the other. We are not able to develop the housing scheme at this stage therefore this option would have to wait for the new council. Also, the cost of this approach would be high due to the engineering works to address the gradient and the construction approach so investment from the wider housing scheme is required.
2. To create a woodland trail from Gargrave Road to White Hills Lane prior to the development of the housing scheme identified in the Local Plan as SK081, SK082 & SK108 Land north of Gargrave Road and west of Park Wood Drive and Stirtonber, Skipton. The woodland trail option would see a green route travelling from Gargrave Road up the steep hill and along the side of Rockwood towards White Hills Lane this would be a lower grade path and would not be fully accessible to all. The cost would be lower and be quicker to build. Although a smaller scale project, some design work would be required to

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incorporate it into a future housing scheme. Although this will be able to be progressed more quickly, it would still require approximately £170,000 to deliver this option and so will require external funding.

3. To create the first section from Gargrave Road to Rockwood - this option will go from Gargrave Rd up to Rockwood would incorporate the difficult gradient of the initial hill. The solution depends on the path type, whether it is a woodland style trail or an accessible route as this would influence the cost and timing of the scheme delivery. If the scheme was an accessible route, it would need significant engineering works and therefore would not be able to be achieved in the next few years and would likely to be required investment from the wider housing scheme to do it.

- 4.2 These options were discussed with Group Leaders, and it was agreed that option 2 should be pursued and that this should be brought to the Policy Committee for consideration.

5. Project Outline

- 5.1 The outline of the proposed scheme is:

- Develop a woodland path with crushed stone and allow vegetation to naturally recolonise the path.
- Woodland to cover approximately 3.5ha with a minimum depth of 22m depth – woodland and path.
- The path will follow a gently curving course so there are not any blind corners so improving safety.
- Incorporate an arboretum of more mature standard native trees lining the route of the path
- Signage providing route finding and information supporting the arboretum
- Seating area within the new woodland
- Where possible support habitat development and woodland plants
- New fencing to divide the green corridor from the grazing land
- Improvements to the steps at the entrance to Aireville Park from Gargrave Road.
- The green corridor will not include lighting
- The path will not be fully accessible to all.

- 5.3 So that the scheme can be developed and implemented quickly, it is proposed that the wider housing development is designed at a later date as this will be a significant process. This means that it is highly likely that some elements of the planting and the path may need to be removed to allow the development of a future housing scheme so enabling access to the site.

- 5.4 Below is an illustration of the proposed scheme. The works will be entirely on Craven DC land, but we will be holding discussions with Skipton Town Council

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to see if there is any opportunity to continue the path across their recreation field



- 5.5 Any scheme will have an impact on those residents that directly neighbour the site. So that we can benefit these residents as much as possible, a consultation exercise will be held in September 2022. The result of the consultation will be discussed with the Lead Members for Enterprising Craven and Greener Craven and the ward councillors before the final design is agreed.

6. Fund Raising

- 6.1 it is anticipated that we will seek external funding to deliver elements or all the costs for tree planting, woodland, habitat creation, path construction, seating area and signage/interpretation. Each fund will have financial or eligibility criteria and success in getting external funding is not certain. Therefore, it is essential that match funding and underwriting of the project is provided by Craven DC.
- 6.2 Initial discussions with funders have been promising regarding the tree planting, fencing and the path. Other sources such as Arts Council and Community Fund will be reviewed to better understand what role they can play.

7. Implications

Financial Implications

- 7.1 A supplementary capital estimate of £100,000 is requested to underwrite the project. This will be funded through the New Homes Bonus. External funding up to the value of £200,000 will be sought to contribute to the delivery of all aspects of the project.

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Legal Implications

- 7.2 The land is currently subject to a grazing license which expires on 18 January 2023. Any license granted after that date will be for a reduced area, excluding the green corridor.
- 7.3 If successful in securing external funding, the Council will be required to enter into funding agreements with each funder.
- 7.4 There is no intention to create a new public right of way at this time.

8. Contributions to Corporate Priorities

The proposals in this report support the Council priority of “Enterprising Craven and in particular attracting and retaining young people.

9. Impact on the declared Climate Emergency

The implementation of this project will deliver approximately 7000 tonnes of captured carbon and a foot path that will encourage walking in Skipton. In addition, the interpretation work will create interest and knowledge in the natural environment.

10. Risk Management

- 10.1 The final design process is required before the procurement stage, but this will be done in conjunction with the main funders so that sufficient funding can be secured.

The aspiration is to complete the works by the end March 2023 but there is only a window of two months due to grazing license.

10.2 Chief Finance Officer (s151 Officer) Statement

No additional comments required.

10.3 Monitoring Officer Statement

The Monitoring Officer is satisfied that the proposals are within the legal powers of the Council.

Under the terms of the Direction issued under s24, Local Government and Public Involvement in Health Act 2007, entering into any capital project exceeding £1,000,000 or with a term allowing the consideration to be varied requires the approval of North Yorkshire County Council Executive.

11. Equality Impact Analysis

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- 11.1 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

12. Consultation with Others

Asset and Property Team
Cultural Services Team

13. Appendices

None

14. Author of the Report

David Smurthwaite, Strategic Manager, Planning and Regeneration
dsmurthwaite@[cravendc.gov.uk](mailto:dsmurthwaite@cravendc.gov.uk) 01756 706409

Policy Committee – 21st June 2022

Rough Sleeper Accommodation and Support

Report of the Director of Services

Lead Member Housing – Councillor Foster



Ward(s) affected: All

1. Purpose of Report

- 1.1 To seek approval from members to commission accommodation and support services for rough sleepers in the Craven District.

2. Recommendations

Members are recommended to:

- 2.1 Give delegated authority to the Director of Services in consultation with the Solicitor to the Council to negotiate, award and enter into contract(s) for Rough Sleeper Accommodation and Support Services following a procurement process
- 2.2 Give delegated authority for the Director of Services in consultation with the Solicitor to the Council and s151 Officer to enter into a Memorandum of Understanding with the Department for Levelling Up, Housing and Communities (DLUHC).
- 2.3 Approve the use of money held in homelessness budgets to fund the shortfall in grant receipt.

3. Report

- 3.1 Ensuring that support is available to homeless and vulnerable households is a strategic priority within the Housing & Homelessness Strategy Action Plan and a key delivery mechanism within the Council Plan under priority area "Supporting the wellbeing of our communities".
- 3.2 The Housing Options Service aims to reduce health and wellbeing inequalities by working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough.
- 3.3 Services to rough sleepers are currently provided from a Hub located at Pinder House, Skipton. This offers an assessment centre, supported accommodation, outreach and day services, and is funded by a combination

of rough sleeper grant from DLUHC and rental income from the supported housing units.

- 3.4 In addition, to the Pinder House provision, the rough sleeper grant funds a Tenancy Sustainment worker who supports rough sleepers who have moved into their own tenancies, and a Drug and Alcohol recovery worker.
- 3.5 All of these contracts expire in 2022, and the services need to be recommissioned. This will be done through the Council's Procurement Process.
- 3.6 DLUHC have confirmed Rough Sleeping Initiative funding has been awarded to the Council for a three-year period from 1st April 2022 – 31st March 2025 to provide:

Service Description		Total Amount Awarded for 3 years
a)	Tenancy Sustainment Worker	£ 129,629
b)	Drugs and Alcohol Recovery Worker	£ 78,951
c)	Supported Housing	£ 229,323

TOTAL		£ 437,903

- 3.7 The amount of Rough Sleeper Initiative funding received for the Supported Housing element is below the amount requested and is insufficient to fund the service at its current level. The Council is proposing to fund the shortfall by using money held in homelessness budgets up to a maximum of £110,000 over the three-year period.

4. Financial and Value for Money Implications

- 4.1 Should the Council not commission rough sleeper services, any grant monies received are repayable to DLUHC.

5. Legal Implications

A fully compliant procurement of Rough Sleeper accommodation and support Services is proposed. Legal support will be provided for the procurement.

The terms of the contract(s) awarded will reflect the funding agreement.

6. Contribution to Council Priorities

- 6.1 The recommendations directly contribute to Supporting the wellbeing of our communities by reducing health and wellbeing inequalities

6.2 Impact on the declared Climate Emergency

No specific impact.

7. Risk Management

- 7.1 Should the Council not commission services, we run a risk of reputational damage with both DLUHC and the other district and borough councils of North Yorkshire.

7.2 Chief Finance Officer (s151 Officer) Statement

The proposal can be funded from a combination of the grant monies allocated from Government and previous grant monies that have not yet been spent (and have been rolled forward in homelessness revenue budgets).

7.3 Monitoring Officer Statement

Under the terms of the Direction issued under s24 Local Government and Public Involvement in Health Act 2007 entering into any non-capital contact under which consideration exceeds £100,000 where the period of the contract exceeds beyond 1 April 2023 or if under the terms of the contract the period may be extended beyond that date requires the approval of North Yorkshire County Council executive.

The financial commitment under the funding arrangements continues beyond vesting date and will be reported to North Yorkshire County Council executive to obtain any necessary approvals under the s24 Direction and The North Yorkshire (Structural Changes) Order 2022.

Provided that a Specific or General Consent is in place from North Yorkshire County Council executive the proposals in the report are within the powers of the Council.

8. Equality Impact Assessment

The Council's EIA Procedure has been followed. An EIA has not been completed on the proposals as completion of Stage 1 - Initial Screening of the Procedure, identified that the proposal 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. Consultation with others

Legal and Finance Services have been consulted

10. Background Documents - None

11. Appendices: None

12. Author of the report:

Claire Willoughby, Housing Options Manager. Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

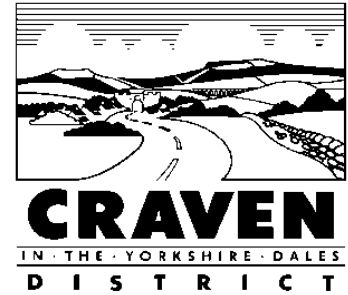
Policy Committee - 21st June 2022

HORIZON Project - HeritaGames

Report of the Strategic Manager Planning and Regeneration

Lead Member –Cllr Simon Myers

Ward affected: All



1. Purpose of Report

- 1.1 This report seeks approval for Craven District Council to be part of the transnational European HORIZON Project - HeritaGames

2. Recommendations - Members are recommended to:

- 2.1 Allow Craven District Council to participate in the HORIZON Project – HeritaGames
- 2.2 Authorise the Director of Services in consultation with the Solicitor to the Council and s151 Officer to enter into a funding agreement with partner organisations if the funding bid is successful.
- 2.3 Authorise the Director of Services in consultation with the Solicitor to the Council and s151 Officer to enter into a MOU or other agreement with North Yorkshire County Council for the delivery of the project.

3. Background

- 3.1 Digital technologies, virtual living, and leisure pursuits such as videogaming are forecast to become increasingly important people's lives. The HeritaGames project aims to enrich the understanding of the cultural heritage of rural area as they are represented in videogames. It is intended that by accurately reflecting local culture in games that are accessed globally that this will bring value these places will become a source of information that symbolises these places and cultures to people from different backgrounds, spread around the world.
- 3.2 HeritaGames project brings together universities, IT, design, and research companies and three local authorities to seek to address the role of games in culture and in

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shaping European societies. Therefore, the project will use video games as a tool to re-connect heritage places to younger generations.

- 3.3 The project will work with young people so that they are co-researchers, co-creators, and co-designers of games and how they reflect their culture and place. Games can take the players into a different places and times and so they can communicate a genuine portrayal of the place to these huge diverse audiences
- 3.4 The bid has been submitted by the coordinator, Universidade Portucalense Infante D.Henrique, and it is expected that the decision will be announced in September 2022. The funding that has been requested for the Craven component is €232,937.50 (£196148.52) and the EU provide 100% of the funding.
- 3.5 As most of the project will be delivered through North Yorkshire Council, we have discussed the project with the LGR lead to seek their support for the project going forward in the new authority. It was agreed that the bid would allow sufficient flexibility for the wider North Yorkshire area to be involved in the project.

4. The Partnership

- 4.1 The partnership is made up of a number of universities, local authorities and companies and institutes from across Europe. The partners are:
 - 1 (Co-ordinator) Universidade Portucalense Infante D.Henrique (UPT) Portugal
 - 2 Universidad Nacional de Educación a Distancia (UNED) Spain
 - 3 Abertay University (AU) United Kingdom
 - 4 Universitat Pompeu Fabra (UPF) Spain
 - 5 Municipality of Andravida-Kyllini (AK) Greece
 - 6 Junta de Freguesia Vila do Touro (JF VDT) Portugal
 - 7 Craven District Council (CDC) United Kingdom
 - 8 Intellia ICT (I-ICT) Greece
 - 9 Digital Urban (DU) United Kingdom
 - 10 FI –group (FI) Portugal
 - 11 Memory of Mankind Foundation (MOM) Austria
- 4.2 Along with rural local authorities in Greece and Portugal, Craven’s and then North Yorkshire Council’s role is to facilitate the collection of stories, signpost to key locations, facilitate engagement with young people, and record what is important about the area for them, capture images of the area and test the results of the Craven pilot with young people. The funding will cover officer time and where necessary procure additional capacity or technical support.

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5. Implications

Financial Implications

- 5.1 The costs of Craven DC are 100% funded by the project so there is no need to identify match funding The project is for four years starting in 2023.

Legal Implications

- 5.2 It will be necessary to enter into an agreement with the Universidade Portucalense Infante D.Henrique as the coordinating partner. This will reflect the requirements of the EU funding agreement such as record keeping.
- 5.3 External Solicitors will be used to advise on the agreement.

6. Contributions to Corporate Priorities

The proposals in this report support the Council priority of “Enterprising Craven and in particular attracting and retaining young people.

7. Impact on the declared Climate Emergency

This project is based on digital technologies and so has only limited negative impacts on climate change.

8. Risk Management

- 8.1 The final design process is required before the procurement stage, but this will be done in conjunction with the main funders so that sufficient funding can be secured.

9.1 Chief Finance Officer (s151 Officer) Statement

No additional comments required.

9.2 Monitoring Officer Statement

The proposals are within the Council’s powers.

10. Equality Impact Analysis

- 10.1 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

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•gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation

11. Consultation with Others

None

12. Appendices

None

13. Author of the Report

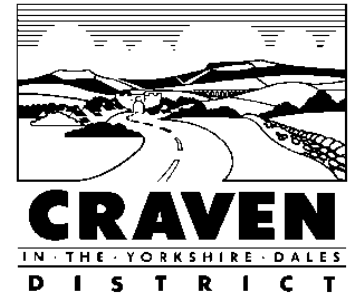
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Policy Committee – 21 June 2022

Craven District of Sanctuary

Report of the Chief Executive

Lead Member – Cllr Robert Ogden



Ward(s) affected: All

1. Purpose of Report

- 1.1 To seek approval from Members to take forward a number of recommendations to enable Craven District Council to become a District of Sanctuary.

2. Recommendations – Members are recommended to:

- 2.1 Approve the signing of the City of Sanctuary supporting organisation pledge by the Chief Executive
- 2.2 Recognise and support the work of Craven Refugee Support Network
- 2.3 Approve joining the City of Sanctuary Local Authority Network as a non-awarded member
- 2.4 Approve a voluntary annual donation to City of Sanctuary of £250 for the next 5 years.
- 2.5 Approve working with City of Sanctuary, local refugee support groups and partners to develop an Action Plan for the council with the intention of submitting an application for the Council of Sanctuary Award
- 2.6 Appoint Councillor Rose as the District of Sanctuary Member Champion.

3. Report

3.1 Background

3.2 City of Sanctuary UK

City of Sanctuary UK is an umbrella organisation, whose aim is the realisation of the City of Sanctuary vision, which is the creation of a culture of welcome, compassion and inclusion across every sphere and sector of society to ensure that wherever sanctuary seekers go they will find people who welcome them and understand why they are here.

- 3.3 City of Sanctuary work towards this aim by providing coordination and development support for networks of community groups, local authorities and other organisations that support people seeking sanctuary.
- 3.4 Any organisation that supports this vision can sign up to be a Supporting Organisation by signing the City of Sanctuary organisation pledge and making a voluntary annual donation (currently £250 for organisations with income over £500,000) to show their solidarity.
- 3.5 In adopting the City of Sanctuary organisation pledge supporting organisations commit to:-
- Support the 'City of Sanctuary' vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution.
 - Endorse the City of Sanctuary Charter, and agree to act in accordance with City of Sanctuary values and apply the network principles within our work.
 - Recognise the contribution of people seeking sanctuary.
 - Ensure that sanctuary seekers are welcomed, included and supported within our District.

3.6 **Refugees welcomed in Craven**

There is a long history of welcoming refugees displaced through conflict, war and persecution. Since July 2016 there have been several government schemes to support the relocation of refugees through these schemes the following people have been welcomed to Craven.

12 people through the Afghan Citizens Resettlement Scheme

34 people through the Syrian Vulnerable Persons Resettlement Scheme of which 18 remain in the district.

The estimate of Ukrainian refugees currently being hosted in Craven is around 30 with an additional 71 visas approved.

3.7 **Community Support for Refugees in Craven**

Within Craven there are a number of long established community groups who support refugees and asylum seekers. In 2015 these groups came together to form the Craven Refugee Support Network. The Craven networks aims are to:

- develop friendships and support to refugees living in or visiting the area,

- provide practical and financial support to refugee organisations elsewhere in Yorkshire & Lancashire
- raise money and awareness about refugee issues and where appropriate, campaign for a more compassionate approach towards refugees.

3.8 Groups across Craven are involved in the network:

- Bentham Area Refugee Support Group runs hosting weekends for the Red Cross in Bradford as well as collection and fund-raising events
- Malhamdale annual hosting weekend for asylum seeking women and children with the City of Sanctuary Maternity Stream in Leeds
- Settle Area Refugee Support organise events, collections and fund-raising.
- Skipton Refugee Support Group welcomed 6 Syrian families under the Vulnerable Persons Relocation Scheme as well as running events and collections.
- Upper Wharfedale Refugee Support Group co-ordinates day visits, fact sheets, collections of goods, and fund-raising events.

3.9 In response to the recent war in Ukraine a number of new groups have also formed providing supporting local sponsors and hosts as well as refugees.

Areas of the district which are currently covered by community networks supporting Ukrainian Refugees include Bentham, Burton in Lonsdale, Grassington, Buckden, Kettlewell, Bolton Abbey, Appletreewick, Littondale, Clapham, Austwick, Cononley, Gargrave, Coniston Cold, Hellifield, Lothersdale Malham, Airton, Settle and Skipton.

3.10 City of Sanctuary Local Authority Network

The City of Sanctuary Local Authority network was launched in December 2020. Any local authority (including county councils, districts, boroughs or city councils, unitary councils, London boroughs, combined authorities, metropolitan boroughs as well as parish and town councils) can apply to become a member of the network and in doing so are committing to working towards the 'Council of Sanctuary' Award.

3.11 The network aims are:

- To support the development of a non-partisan network of local authorities that are working towards the City of Sanctuary vision
- To promote the embedding of a culture and practice of welcome in local authorities to support the City of Sanctuary theory of change

3.12 Council Action Plan

In order to show people seeking sanctuary and our local residents that we are committed to providing a safe, supportive and welcoming environment to refugees and asylum seekers we propose developing an action plan setting out the steps we will take to make Craven a District of Sanctuary.

In developing this action plan we will work with local refugee groups, who are already providing a warm welcome and support across the district.

The plan will set out how we will increase understanding of the need to support refugees and the local actions being taken to support them.

The action plan will also be used to evidence our commitment to people seeking sanctuary and support our Sanctuary Award submission.

3.13 Sanctuary Awards

To receive an award, a local authority must meet the following criteria:

1. Provide awareness raising opportunities and opportunities for discussion around the theme of welcome and sanctuary.
2. Provide evidence of refugee/asylum/migration awareness raising being included into everyday business of the local authority e.g. staff induction/training.
3. Commitment to supporting the voices of people seeking sanctuary to be heard.

4. Financial and Value for Money Implications

- 4.1 Annual Voluntary Contribution of £250 for 5 year (£1250 total) and Officer time to develop required action plan in conjunction with City of Sanctuary, local refugee support groups and partners.

5. Legal Implications

- 5.1 None – becoming a District of Sanctuary is a voluntary declaration and there is no legal requirement to deliver the action plan.

6. Contribution to Council Priorities

- 6.1 Supporting the wellbeing of our communities - Developing vibrant, connected and healthy communities

6.2 Impact on the declared Climate Emergency

No impact

7. Risk Management

7.1 None

7.2 Chief Finance Officer (s151 Officer) Statement

None

7.3 Monitoring Officer Statement

The Monitoring Officer is satisfied that the proposals 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 been** completed on the proposals as completion of the **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 City of Sanctuary and local refugee support groups

10. Background Documents

10.1 City of Sanctuary Charter <https://cityofsanctuary.org/2022/02/02/charter/>

10.2 Craven Refuge Support Network <https://cravenrefugees.org/>

10.3 NYCC North Yorkshire Refugee Resettlement Update June 2022
<https://edemocracy.northyorks.gov.uk/documents/s12451/North%20Yorkshire%20Refugee%20Resettlement%20Update.pdf>

11 Appendices

Appendix 1 - City of Sanctuary organisation pledge

Appendix 2 - Council of Sanctuary Award Procedure and Criteria

12 Author of the Report

Name Kate Senior

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

Appendix 1

City of Sanctuary organisation pledge

Any organisation, regardless of legal status, can sign up as a Supporting Organisation by signing the organisation pledge below and making a voluntary annual donation to show your solidarity.

"We support the 'City of Sanctuary' vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution.

We endorse the City of Sanctuary Charter, and agree to act in accordance with City of Sanctuary values and apply the network principles within our work (as far as our specific context enables us to).

We recognise the contribution of people seeking sanctuary.

Sanctuary seekers are welcomed, included and supported within our context.

We expect our branches or local groups (if any) to support their local City of Sanctuary group if one exists, and will facilitate contact between them and their local City of Sanctuary group."

We are willing for our organisation's name to be added to a list of supporters of City of Sanctuary, linked to our website.

We are also willing to be contacted by City of Sanctuary with further ideas for how we can turn our support into practical action and to discuss ways we might work together to promote the vision further."

Council of Sanctuary¹ Award

Procedure and Criteria

Introduction

City of Sanctuary UK holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. In order to realise this vision, City of Sanctuary UK supports a [network of groups](#), which includes cities, towns, villages, boroughs and regions across the UK, and others engaged in Streams of Sanctuary, Sanctuary Awards and activities intended to welcome people seeking sanctuary¹. For more information see our [Charter](#).

In June 2020 the City of Sanctuary Network voted at the AGM to dispense with the city-wide recognition process and to establish a local authority network. Any local authority can apply to become an awarded or non-awarded member of this network –to join click [here](#).

What are Sanctuary Awards?

Sanctuary Awards are provided by the network of local groups and City of Sanctuary UK to recognise and celebrate commitment to our values and vision of welcome and inclusivity and enabling them to become active participants in the City of Sanctuary network. This document is specifically guidance for local authorities to apply for a Council of Sanctuary award.

Any local authority who has previously been awarded as part of a City of Sanctuary group city-wide recognition process, or awarded by a group as part of their self-recognition process, will not need to follow all the steps below but will need to submit an application form within six months of joining the network (step 4). Similarly any local authority which has made significant progress towards becoming a welcoming place of sanctuary may be in position to go straight to step. Please liaise with your local group and/or regional coordinator to discuss further.

The procedure

Award applications usually start with a conversation with your [local City of Sanctuary group](#) or a City of Sanctuary UK [officer](#) if no local group is available.

Here is a step by step guide:-

¹ We use the term 'local authorities' to include all types of local government from across the whole of the UK e.g. county councils, districts, boroughs or city councils, unitary councils, London boroughs, combined authorities, metropolitan boroughs as well as parish and town councils]

Step 1 – Contact your local group to pledge support and connect with their / your shared vision

Step 2 – Join the local authority network. In joining the network you are committing to work towards the Council of Sanctuary Award and are agreeing to sign up as a Supporting Organisation (this includes an endorsement of the [City of Sanctuary Charter](#))

Step 3 – Produce an Action Plan using the 'LEARN, EMBED, SHARE' criteria. Include how you will meet the City of Sanctuary UK Local Authority Network criteria within the plan.

Step 4 – Then when ready apply for recognition. You can submit a written application for an award using the generic [Awards Application form](#).

Step 5 – The nomination will be appraised by a Sanctuary Recognition panel which will normally include as a minimum, a local member of City of Sanctuary, someone who has lived experience of seeking sanctuary and a member of the City of Sanctuary Local Authority Steering Group. The panel may request a visit to the nominated organisation during the appraisal, and will usually involve a conversation between councillors, officers and the panel.

Step 6 - When a local authority is able to demonstrate they have met all the criteria they would be given the right to use the Council of Sanctuary logo to recognise their commitment accompanied by the wording "X....*is a recognised County/District/Borough/City/Unitary/Parish/Town [delete as appropriate] Council of Sanctuary*"²;

Step 7 – Once the award is agreed, a plan should to be made for its presentation to include a celebratory event/ media statements etc. You are making a public declaration of support for people seeking sanctuary and City of Sanctuary.

Step 8 –The conversations begun during appraisal will continue throughout the three year award period and will inform a review at the end of the three years. A new application has to be submitted to renew the award after three years and if successful an updated certificate of recognition can be issued.

² Whilst this is the recommended terminology we acknowledge the need for flexibility due to the differing local government contexts, although in all cases we would encourage local authorities to discuss with their local group with the aim of achieving agreement between the two.

What is the Award criteria?

This guidance document aims to outline the criteria required for the award. We would encourage local authorities to build on the criteria in a way that best reflects their specific context.

The Process: Learn, Embed & Share

Any local authority contributing towards the vision of welcome can apply for the award by signing up to our charter, values and principles and demonstrating their commitment by providing evidence that they have integrated the following:

- **Learn:** learning about what it means to be seeking sanctuary, both in general, and specifically.
- **Embed:** taking positive action to embed concepts of welcome, safety and inclusion. To take steps to ensure this progress remains sustainable.
- **Share:** sharing your vision, achievements, what you have learned, and good practice with other local authorities, the local community and beyond.

The Criteria

- Join the City of Sanctuary Local Authority Network which includes a pledge to support the vision of City of Sanctuary and an endorsement of its charter
- Pass a council motion setting out commitment to being a place of sanctuary
- Commit to working with the local City of Sanctuary (which could be via a specific local pledge) (and/or other refugee networks)
- Show evidence of the work with the local City of Sanctuary group (and/or other refugee networks) and receive the endorsement from those groups for the award application
- Commit to work with partners to identify national policy issues in order to make collective representations to government to encourage and enable change
- Produce a written strategy (either an independent strategy or as part of a broader strategy e.g. equality, migration etc) which is publicly available and sets out commitment for at least three years.

The 'Learn, Embed and Share' criteria are outlined below. Please provide evidence of meeting each of the criteria in the relevant section of the generic award application.

Learn

In this section of the application, we will be looking for examples of work which signals the commitment of the local authority to learn about what it means to be seeking sanctuary. It is also important that include people seeking sanctuary in those learning opportunities if at all possible. We recognise that this may be challenging in certain locations and situations, and City of Sanctuary UK and via its local groups will try to assist.

To receive an award, the local authority must meet the following LEARN criteria:

- Criterion 1: **Awareness raising opportunities** are provided, and opportunities for discussion around the theme of welcome and sanctuary are facilitated.
- Criterion 2: **Evidence of refugee/asylum/migration awareness raising** is included into everyday business of the local authority e.g. staff induction/training.
- Criterion 3: Commitment to supporting **the voices of people seeking sanctuary to be heard.**

Embed

The second process used by City of Sanctuary UK for its awards is Embed. For City of Sanctuary UK, embedding means that the local authority is taking positive action to implement welcome, safety and inclusion. City of Sanctuary UK would like details on how the local authority will ensure a continuation of support for sanctuary on an ongoing basis.

To receive an award, the local authority must meet the following Embed criteria:

- Criterion 4: The local authority **must demonstrate how it has embedded** the concept of welcome and inclusion at all levels of the organisation. This should show how the local authority will continue to develop and sustain a culture of welcome beyond the award.
- Criterion 5: **Commitment to supporting initiatives** that **embeds welcome and fosters solidarity** between receiving communities and people seeking sanctuary e.g. participation in Refugee Week, more information about the annual event can be found here:
<http://refugeeweek.org.uk>.

Share

The third and final process in the City of Sanctuary UK model is Share. City of Sanctuary UK will be seeking evidence that the place is seeking to share its experience of sanctuary and welcome with the wider community, local organisations and spreading the word about their welcoming efforts.

To receive an award, the local authority must meet the following criteria:

- Criterion 6: A **public commitment** to the City of Sanctuary vision of welcome
- Criterion 7: The **local authority publicly highlights its work** in support of welcome and inclusion by making it visible on its website and noticeboards *NB. Once the sanctuary award is received, we would expect the logo and a link to the webpage on the website.*
- Criterion 8: Commitment to **on-going engagement with the City of Sanctuary Local Authority Network**. This may include sharing resources, ideas and achievements via the network and City of Sanctuary UK website.
- Criterion 9: Work with the network to identify national policy issues in order to make **collective representations to government to encourage and enable change**

How to complete your application form?

Your written application needs to include:

- Evidence which demonstrates how the local authority has used the three step process of learn, embed and share and how through following the process the values and principles in the charter are being upheld.
- Evidence can be collected in a variety of ways and can include self-evaluation, photos and testimony, strategic plans, training records, policies and procedures and through consulting with people seeking sanctuary.
- Applications should be no longer than 4 pages, including supporting evidence. Only photos or organisational documents can be submitted in addition to these 4 pages.

Q: Please provide a summary of how the local authority engages with people seeking sanctuary.

In this section, outline the ways the local authority has engaged with people seeking sanctuary. How has the local authority sought to build relationships with local people seeking sanctuary? Has it formed partnerships with the City of Sanctuary group and/or local support organisations?

Q: Using the 3 processes of the sanctuary award, please reflect on how you have achieved these principles attaching evidence to support your answer.

Here we are looking for evidence of initiatives, projects, policies and progress. Even if something is ongoing, include it as it helps to build a picture of how the local authority is developing its culture of welcome. Try to

be concise but don't assume that the appraisal panel have the requisite knowledge (so please explain all acronyms and give context where necessary).

Q: Please identify how people seeking sanctuary have been involved in helping you achieve these principles.

All applications for a Sanctuary Award are expected to involve people seeking sanctuary in the planning, delivery and/or evaluation of activities for each of the principles, where appropriate. Building on the examples you have given, identify the ways in which people seeking sanctuary have contributed to these successes.

Q: How do you intend to build on your achievements over the next 3 years in order that your award is renewed?

We want to acknowledge and celebrate a local authority which shows a commitment to the principles in the long-term and which have a forward-looking approach; receipt of the sanctuary award is just the beginning! Each award is valid for 3 years and renewal will be required. So, use this section of the application form as an opportunity to share information about your planning.

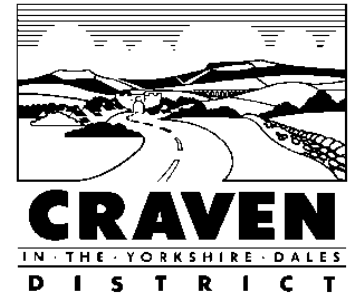
Questions to think about include: Has the local authority demonstrated a sustainable commitment to sanctuary in the long-term? How will the local authority re-evaluate and adapt to continue to demonstrate sanctuary, welcome and inclusion? Can you provide evidence that this commitment will continue after the award is granted?

ⁱ A term used to describe people predominantly categorised as either a refugee or an asylum seeker (including those who are appeal rights exhausted)

Policy Committee – 22 June 2021

LEGACY SUB-COMMITTEE

Report of the Solicitor to the Council (Monitoring Officer)



Lead Member: Councillor Simon Myers

Ward(s) affected: All

1. Purpose of Report

- 1.1 To consider the appointment of a Legacy Sub-Committee and confirm or amend a draft terms of reference as appropriate.

2. Recommendations – Members are recommended to:

- 2.1 Agree to appoint a Legacy Sub-Committee to recognise organisations and individuals who, in the opinion of the authority, have rendered eminent services to the Craven District.
- 2.2 Appoint a membership of seven and three named substitutes, to include Council Officers, Chair and Vice-Chair of Council, Leader of the Council, Group Leaders, Lead member for Resilient Communities, one Member from the Opposition.
- 2.3 Approve the draft terms of reference attached to this report as Appendix 1.

3. Background

- 3.1 As we are approaching the final year of Craven District Council, the Council Chair has proposed a legacy scheme to formally recognise organisations and individuals who have demonstrated they have provided an exemplary service to the Craven District.
- 3.2 The Sub-Committee will decide the selection criteria.
- 3.3 The Sub-Committee will also consider how the Council recognises those selected. This could include:
 - The list to be displayed in a public location
 - Recipients receive a certificate presented to them at a civic reception
 - Press release and media publicity

4. Financial and Value for Money Implications

- 4.1 None associated with the establishment of the scheme, however, there may be future costs associated to how the Council recognises those selected.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6. Contribution to Council Priorities

- 6.1 The appointment of a Sub-Committee provides a forum of recognition of organisations and individuals who have contributed to Council Priorities in one way or another. The scheme would create civic pride amongst the Craven District and enhance the council's reputation and its commitment to all of its communities.

- 6.2 **Impact on the declared Climate Emergency** – No impact

7. Risk Management

- 7.1 Not relevant

- 7.2 **Chief Finance Officer (s151 Officer) Statement** – The costs noted in 4.1 should be contained within existing budgets.'

- 7.3 **Monitoring Officer Statement** – The recommendation set out in the report is lawful and within the powers of the Council.

8. Equality Impact Analysis

- 8.1 The working group will consider equality and diversity in its selection process and will recognise organisations and individuals who represent all of Craven's diverse communities. This will include protected characteristics under the Equality Act 2010 and will not discriminate based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

9. Consultations with Others

- 9.1 Democratic Services, Financial Services, Legal Services.

10. Background Documents

- 10.1 None.

11. Appendix – Terms of Reference

12. Author of the Report

Alice Fox, Democratic Services and Scrutiny Manager
E-mail: afox@cravenc.gov.uk

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

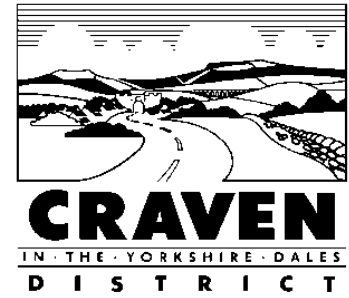
APPENDIX 1**Legacy Sub-Committee**

Membership: Councillors Myers, Rose, Foster, Ogden, Solloway, Madeley, plus 1 other

Substitutes: Councillors to be confirmed

Terms of Reference –

- (a) To formally recognise local organisations and individuals who have carried out good work or deeds which have benefitted the Craven District Area.
- (b) To establish a criteria that the Sub-Committee will consider when deciding who to recognise.
- (c) To consult with Ward Members and senior officers for nominations.
- (d) To meet at least twice during the financial year 2022/23 to discuss nominations.
- (e) To report at Council Meetings details of successful candidates and why they have been selected.
- (f) To make recommendations on the future of the Council's ownership of Civic Regalia.

Policy Committee – 21 June 2022**APPOINTMENTS TO SUB-COMMITTEES
AND PANELS****Report of the Solicitor to the Council
(Monitoring Officer)****Lead Member: Councillor Sue Metcalfe**

Ward(s) affected: All

1. Purpose of Report

- 1.1 To consider the appointment of the Craven Spatial Planning Sub-Committee and the Craven Employees' Consultative Group and to confirm or amend the terms of reference as appropriate.

2. Recommendations – Members are recommended to:

- 2.1 Re-appoint the Craven Spatial Planning Sub-Committee for 2022/23 with a membership of seven and three named substitutes; the terms of reference as shown in the Appendix to this report.

(The membership is normally comprised of the Leader of the Council (or Deputy Leader), Group Leaders, Chairman of Planning and three other Councillors. For the purposes of political proportionality the actual membership should be comprised of 4 (3.73) Conservatives, 2 (1.87) Independent and 1 (0.70) Labour. For completeness the figure for the Green Party is 0.47 meaning they are not entitled to a seat.)

- 2.2 Re-appoint the Craven Employees' Consultative Group for 2022/23 with a membership of six and terms of reference as shown in the Appendix to this report.

(As the group is a consultative body and has no decision making powers there is no requirement for political proportionality.)

4. Financial and Value for Money Implications

- 4.1 Some costs associated with servicing meetings and attendance by Members.

5. Legal Implications

- 5.1 Decision making bodies are required to be politically proportional. The recommendations set out in the report are lawful and within the powers of the Council.

6. Contribution to Council Priorities

- 6.1 The appointment of Panels and Sub-Committees provide a forum for bringing forward draft policy for consideration by the Policy Committee and Council which, if adopted, would contribute to the delivery of corporate priorities.
- 6.2 **Impact on the declared Climate Emergency** – The return to face to face meetings increase the requirement for officers and members to travel to meeting venues which impacts on carbon emissions.

7. Risk Management

- 7.1 The political management arrangements underpin the Council's corporate governance process and governance arrangements.
- 7.2 **Chief Finance Officer (s151 Officer) Statement** – The costs noted in 4.1 should be contained within existing budgets.'
- 7.3 **Monitoring Officer Statement** – The recommendation set out in the report is lawful and within the powers of the Council.

8. Equality Impact Analysis

- 8.1 Procedure has not been followed. Therefore, neither an Initial Screening nor an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/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 Democratic Services & Scrutiny Manager.

10. Background Documents

- 10.1 None.

11. Appendix – Terms of Reference and membership for 2021/22.**12. Author of the Report**

Vicky Davies, Senior Democratic Services Officer
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E-mail: vdavies@cravendc.gov.uk

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

APPENDIX**Craven Spatial Planning Sub-Committee**

Membership 2021/22: Councillors Brockbank, Myers, Pringle, Rose, Shuttleworth, Staveley and Sutcliffe.

Substitutes: Councillors Madeley, Mulligan and Solloway.

Terms of Reference –

(a) To deal with all aspects of preparation and review of the Craven Local Plan, including considering the role the Craven Local Plan plays in achieving a Net Zero Carbon Craven by 2030, up to the key decision stages set out below:

- (i) Development Plan Document – up to, but not including final approval of the Publication Document (published for formal consultation before submission to the Secretary of State for examination in public) as defined in Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended in 2017) or as defined in any successor regulations.
- (ii) Supplementary Planning Document – up to and including approval of a draft for public consultation.

(b) To act as an initial reference point to provide feedback and input into emerging documents up to Publication stage.

(c) To consider and approve updates to the Local Development Scheme as they are required and prepared.

(d) To receive and accept evidence base reports for the review of the Craven Local Plan as they are completed.

(e) To consider and approve Planning Guidance, including masterplans required by local plan policy save where such guidance constitutes a Supplementary Planning Document.

(f) To provide an arena for discussion and response to regional and sub-regional initiatives which have implications for spatial planning in Craven.

(g) Community Infrastructure Levy – To deal with all aspects of preparation of the Community Infrastructure Levy Charging Schedule up to, but not including final approval of the Publication charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended by Regulation 3 of The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) or as defined by any successor regulations.

(h) Neighbourhood Planning (moved to Officer Scheme of Delegation) –

(i) To designate neighbourhood plan areas where the local planning authority receive a neighbourhood area application from a parish council and the area does not relate to the whole of a parish council's area and publish the same for consultation subject to the Officer Scheme of Delegation.

(j) To undertake any other function of the LPA as may be required in connection with production, submission and publication of Neighbourhood Plans under the the Neighbourhood Planning (General) Regulations 2012 (as amended in 2015, 2016, 2017) and the Neighbourhood Planning Act 2017 or any regulations made thereunder.

Craven Employees' Consultative Group

Membership 2021/22: Leader of the Council, Councillor Foster and Councillors Brown, Madeley, Myers and Solloway.

Terms of Reference –

To act as a direct channel of communication between the employees and the Council and to consider any problems or matters relating to the employees of the Council, but excluding individual cases to which the Council's disciplinary/grievance procedure or other appeals' procedures may apply.