



## ORDINARY MEETING OF THE COUNCIL

**Belle Vue Suite, Belle Vue Square Offices, Skipton**  
**Tuesday 28 November 2017 at 7.00pm**

Members of the Council are summoned to consider the following business

**Note :** Any Member who wishes to ask a question is asked to give notice by no later than Noon on the day before the Council Meeting. This will give those answering questions time to produce a response. Otherwise written answers may be given after the meeting.

### AGENDA

1. **Apologies for absence**
2. **Minutes** – To confirm the minutes of Council held on 3<sup>rd</sup> October 2017. (Copy attached).
3. **Public Participation** – In the event that questions are received, the Chairman will conduct the public participation session for a period of up to fifteen minutes. Where questions are asked, one related supplementary question may be permitted at the Chairman's discretion.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have on items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

(Note: Declarations should be in the form of either:

- a “***disclosable pecuniary interest***” under Appendix A to the (new) Code of Conduct, in which case the Member must leave the meeting room; or
- an “***other interest***” under Appendix B of the (new) Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

**(Exception:** Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must

leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.)

5. **Chairman's Announcements** . (A list of engagements attended by the Chairman is attached)
6. **Recommendations for Confirmation** (Report attached)  
To consider minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
7. **Supplementary Capital Estimate – 2017/18** (Report Attached)  
To present for the Council's consideration a request for £50,000 of capital funds to be allocated to support the design and reconstruction of a retaining wall that separates Coach Street Car Park from Eller Beck in Skipton.
8. **Deputy Electoral Registration Officer** (Report Attached)  
To approve the appointment of a Deputy Electoral Registration Officer.
9. **Statement from the Leader of the Council** – The Leader of the Council will deliver his statement. When the Statement has been made, Members will be invited to ask questions of the Leader.
10. **Statements from Lead Members and Chairmen of Committees** (as appropriate)
  - a. **Lead Members**
  - b. **Chairman of Select Committee** – The Chairman of Select Committee to report on the Committee's work, and answer any questions from Members.
  - c. **Chairmen of Other Committees** – This is an opportunity for Members of the Council to ask questions of the Chairmen of the Committees listed below on any current issues, or for those Chairmen to make a statement:
    - i. Audit and Governance Committee
    - ii. Licensing Committee
    - iii. Planning Committee
    - iv. Standards Committee
11. **General Question / Statement Time** – This is an opportunity for Members to raise awareness of issues that may be affecting their Ward, and are of general interest or importance, by making a statement or asking a question.

*(Note: Council Procedure Rule 11.4 covers the conduct of this item. A Member must give **advance notice by noon on the day before the meeting** to the Democratic Services Unit of any issue to be raised. The time limit for dealing with matters under this Rule is up to 15 minutes in total, with no individual item taking more than 5 minutes. Timings may be varied at the Chairman's discretion.)*

**Agenda Contact Officer:** Andrew Mather,  
Tel. 01756 706226 e-mail amather@cravendc.gov.uk

**Recording at Council Meetings :** Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

(i) the recording being conducted with the full knowledge of the Chairman of the meeting;  
and

(ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

#### Emergency Evacuation Procedure

In case of an emergency, or if the alarm sounds, leave the meeting room and exit the building using the main doors onto the Square. If those doors are not available, please use the nearest available door.

The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

Please do not leave a meeting without telling the Chairman or a representative of Legal and Democratic Services.

## **COUNCIL MEETING**

**3<sup>rd</sup> October 2017**

Present – The Chairman (Councillor Place ) and Councillors, Barrett, Baxandall, Dawson, Foster, Heseltine, Ireton, Jaquin, Lis, Madeley, Mason, Mercer, Moorby, Morell, Mulligan, Myers, Rose, Shuttleworth, Solloway, Staveley, Sutcliffe and Welch.

Officers – Chief Executive, Solicitor to the Council and Monitoring Officer, Director of Services, Strategic Manager Planning and Regeneration and Member Services Manager.

Apologies: Brockbank, Brown, Graham, Harbron, Hull, Pighills, Thompson , and Whitaker,

Start: 7pm

Finish: 8pm

CL.984

### **MINUTES OF COUNCIL MEETING**

**Resolved** – That the minutes of the Meeting of Council held on 1<sup>st</sup> August 2017 are confirmed as a correct record and signed by the Chairman.

CL.985

### **PUBLIC PARTICIPATION**

A member of the public, Janet Luxton, attended and asked questions concerning the redevelopment of Skipton Town Hall and the provision of waste bins.

Councillor Myers as Lead Member for Enterprising Craven responded to the questions concerning the Town Hall redevelopment and provided assurances on funding for the redevelopment.

Councillor Lis as Lead Member for Greener Craven provided an update on efforts to locate a litter bin in the vicinity of Albion Yard, Skipton.

CL.986

### **CHAIRMAN'S ANNOUNCEMENTS**

A list of engagements attended by the Chairman since the last meeting of Council was included within the Agenda.

The Chairman commented that he had been to several events involving Sea Cadets, Army Cadets and Air Cadets and had been amazed by the confidence and ability of the young people that he had met which had made him realise the huge value of these organisations.

CL.987

### **RECOMMENDATIONS OF COMMITTEES**

Recommendations from meetings of Policy Committee held on 11th September 2017, Standards Committee held on 5 September 2017 and Audit and Governance Committee held on 26<sup>th</sup> September, were submitted.

(Note: For each minute the motion was proposed and seconded "That the recommendations in the minutes are confirmed").

- (a) POL.863 Longer Term Financial Strategy (LTFS) 2018/19 To 2024/25

**Resolved** – That the recommendations at Minute POL.863 are confirmed.

- (b) POL.864 Redevelopment Of Skipton Town Hall – Heritage Lottery Fund Stage 2 Application and Future Capital Funding

**Resolved** – That the recommendations at Minute POL.864 are confirmed.

- (c) POL.865 Discretionary Business Rates Relief Schemes Announced In Spring Budget.

**Resolved** – That the recommendations at Minute POL.865 are confirmed.

- (d) POL.866 Craven Housing Renewal Policy 2017 – 2020.

**Resolved** – That the recommendations at Minute POL.866 are confirmed.

- (e) POL.867 Disabled Facilities Grant Delivery Options

**Resolved** – That the recommendations at Minute POL.867 are confirmed.

- (f) POL.868 Development Control Staff Resources.

**Resolved** – That the recommendations at Minute POL.868 are confirmed.

- (g) STN.332 Probity In Planning; Good Practice for Members' Guidance.

**Resolved** – That the recommendations at Minute STN.332 are confirmed.

- (h) AC.299 Internal Audit Service: Future Delivery

**Resolved** – That the recommendations at Minute STN.332 are confirmed.

#### CL.988 **APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**

The Solicitor to the Council reported that Councillor Mason had resigned from the Planning Committee and Councillor Barrett had resigned from the North Yorkshire Police and Crime Panel.

**Resolved** – (1) Councillor Hull be appointed to fill the vacancy on Planning Committee.

(2) Councillor Madeley be appointed to fill the vacancy on North Yorkshire Police and Crime Panel.

CL.989

**REVIEW OF THE CONSTITUTION**

The Solicitor to the Council and Monitoring Officer submitted a report on the annual review of the Council's Constitution and proposed amendments.

- Resolved-**
- (1) To approve the amendments to the Craven District Council Constitution 2017 as summarised in the report; and
  - (2) The Monitoring Officer be authorised to make the amendments to the Constitution and to publish the Craven District Council Constitution 2017.

CL.990

**STATEMENT FROM THE LEADER OF THE COUNCIL**

The Leader of the Council Craven reported that it was welcome news that the Craven District had been nominated as happiest and least anxious place to live in the country. Meetings had now been arranged for the finalisation of the Local Development Plan before it is submitted to the Planning Inspectorate. The Peer Review had given initial feedback which was very positive but highlighted that we are risk averse as an authority. Work was progressing on Airedale House which should open in January or February 2018 and the former YMCA has opened as a homeless shelter.

Councillor Heseltine asked if the result of the recent planning enquiry which had halved the affordable housing requirement had any implications for housing targets in the Local Development Plan.

The Leader responded that he did not think there would be implications for the Local Development Plan as the decision was site specific.

CL.991

**STATEMENTS FROM LEAD MEMBERS AND CHAIRMEN OF COMMITTEES**

Councillor Mulligan reported that the Joint Venture Board had met for the first time. Councillor Mulligan had been appointed as Chairman for the first year and it had been agreed that the Chair would rotate between the Council and Barnfield. The first projects to be looked at would be Back lane, Ingleton and Victoria Hall Settle. Any business plans coming forward would be submitted to Policy Committee for approval.

Councillor Staveley, Chairman of Select Committee updated members on the work of the Select Committee. The select Committee had review the business cases of the Police and Crime Commissioner and Fire authority regarding the proposed change to Governance. A recommendation was made to offer a seat on the Fire authority to the PCC.

Councillor Myers reported as Chairman of Licensing Committee that a review of Taxi and Private Hire regulations had taken place over the summer. Proposals were submitted to Licensing Committee which had agreed that the establishment of a working group was the best way of taking the matter forward.

CL.992

**COUNCILLOR WHITAKER**

The Chairman and Members of Council sent their best wishes to Councillor Whitaker for a speedy recovery from his recent surgery.

Chairman.



*The Chairman of Craven District Council*

(Councillor Stephen Place)

**Civic Engagements**

During the period – October 2017

Chairman – attended :

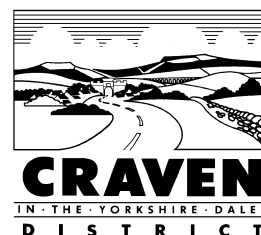
OCTOBER

- Thursday 5<sup>th</sup> – Civic Tour of Pendle
- Friday 6<sup>th</sup> – Preview – Exhibition at Skipton Town Hall (“Art in the Mind”) The Creative Community Art Group from Pioneer Projects and Craven Museum and Gallery have come together to showcase an exhibition which celebrates the importance of creative engagements for mental health and well being.
- Wednesday 11<sup>th</sup> – Official opening of the new cheese shop, museum and café at Crows Nest Barn, near Settle. (Opened by the Duchess of Northumberland)
- Friday 20<sup>th</sup> – Best of Skipton and Beyond Awards (Stray FM Business Awards). Coniston Hotel, Coniston Cold
- Monday 30<sup>th</sup> – Official launch of the 2017-2018 Poppy Appeal (Skipton & Craven) at Skipton Town Hall



## COUNCIL MEETING

28<sup>th</sup> November 2017



## Recommendations for Confirmation

Report of the Member Services Manager

Ward(s) affected: Not applicable.

1. **Purpose of Report** – To present recommendations of Committees which require confirmation by Council.
2. **Recommendation** – To consider adopting the recommendations within the minutes reproduced in the appendices to this report
3. **Report**
  - 3.1 In the current cycle of meetings the following Committees have made recommendations which require confirmation by Council. Those recommendations are contained in the following Minutes, the full text of which is set out within the appendices to this covering report.

### **Policy Committee**

The Chairman of Policy Committee will present the recommendations in respect of the following minutes:-

**31<sup>st</sup> October 2017**

POL.876	Confirmation Of The Council Tax Base 2018/2019
POL.877	Application To The Department For Communities And Local Government For A North Yorkshire 100% Business Rates Retention Pilot In 2018/19
POL.878	Settle Town Action Plan
POL.879	Temporary Accommodation Placement Policy

- 3.2 Any Members requiring a copy of any of the reports associated with the above minutes are asked to contact the Democratic Services Team.

4. **Author of the Report** – Andrew Mather, Committee, Member Support Manager.  
Telephone 01756 706226. E-mail [amather@cravendc.gov.uk](mailto:amather@cravendc.gov.uk).

5. **Appendices**

Appendix A	POL.876	Confirmation Of The Council Tax Base 2018/2019
Appendix B	POL.877	Application To The Department For Communities And Local Government For A North Yorkshire 100% Business Rates Retention Pilot In 2018/19
Appendix C	POL.878	Settle Town Action Plan
Appendix D	POL.879	Temporary Accommodation Placement Policy

POL.876

**CONFIRMATION OF THE COUNCIL TAX BASE 2018/2019**

The Chief Finance Officer submitted a report seeking approval of the Council Tax Base for the 2018/19 financial year. The Committee were advised that the formula used to calculate the base had been updated to take account of both the technical changes to council tax discounts and exemptions and the change from council tax benefit to local council tax reduction schemes.

**RECOMMENDED** – (1) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amount calculated by Craven District Council as its tax base for the whole of the area for 2018/19 financial year is set at 22,455.

(2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2018/19 financial year is that as set out in Appendix A to the report now submitted.

POL.877

**APPLICATION TO THE DEPARTMENT FOR COMMUNITIES AND  
LOCAL GOVERNMENT FOR A NORTH YORKSHIRE 100%  
BUSINESS RATES RETENTION PILOT IN 2018/19**

The Chief Finance Officer submitted a report seeking confirmation for Craven District Council to be part of an application to the Department for Communities and Local Government (DCLG) for a North Yorkshire and East Riding of Yorkshire 100% business rates retention pilot in 2018/19.

The Government was looking from a wide spread of different types of pilot, which would be for one year only, with a particular focus on applications from rural areas as well as two-tier areas.

Pools were required to submit a governance agreement setting out how the pooling arrangements would work in terms of financial distribution and service provision and evidence how business rates income growth would be shared.

The Chief Finance Officer indicated that initial calculations showed that, based on a worst case scenario of Craven in the current rates pool, the Council could be £180k better off with the 100% rates retention pilot. With the best case scenario, the Council could be £140k better off with the 100% rates retention pilot.

**RECOMMENDED** – That, Members agree with the action taken that Craven District Council as a member of the North Yorkshire Business Rates Pool is part of the North Yorkshire and East Riding of Yorkshire submission to the Department of Communities and Local Government to become a 100% Business Rates pilot in 2018/19.

POL.878

**SETTLE TOWN ACTION PLAN**

The Strategic Manager for Planning and Regeneration submitted a report informing Members of proposals to help improve the trading environment in Settle and seek the Council's support to facilitate delivery by approving the balance of the funding set aside in the New Homes Bonus Infrastructure Reserve.

Funding of £400,000 (£100,000 per settlement) had been allocated to support the delivery of a series of projects aimed at stimulating the transformation of retail centres including Settle.

The upgrading of the public conveniences on Whitefriars car park had already been completed due to the town hosting the 2016 Tour of Yorkshire and subsequent discussions to develop the rest of the action plan had identified four key priorities:

- Physical regeneration – to create an attractive recreational experience for visitors and residents based around Castleberg Crag;
- Accessibility – improving traffic flow to and around the town centre and directing pedestrians throughout the town by improvements in signage;
- Market development – developing the weekly market and improving the shopping experience throughout the town centre; and
- On-line marketing and promotion – creating a more proactive and cohesive approach to communicating the qualities of the town and supporting the businesses in the town and locality.

Delivery would be overseen by the Settle Town Team, whose membership included Craven District Council, North Yorkshire County Council, Settle Chamber of Trade and Settle Town Council.

**RECOMMENDED** – (1) That, the proposals as set out in section 4 of the report now submitted to help improve the trading environment of Settle town centre are endorsed.

(2) That, a sum of £96,000 from the Council's New Home Bonus Infrastructure Reserve to support delivery of the proposals and give delegated authority to the Director of Services, in consultation with the Lead Member for Enterprising Craven and Ward Members for Settle and Ribblesbanks to agree how the monies are assigned.

(3) That, subject to 2.2 above, permission is given for the monies to be drawn down from the New Homes Bonus reserve in the form of a supplementary estimate of £25,000 to be included in the Council's budget for this financial year, and that the balance (£71,000) is included in the Council's budget for the financial year 2018/19.

POL.879

**TEMPORARY ACCOMMODATION PLACEMENT POLICY**

The Director of Services submitted a report requesting that Members' adopt a Temporary Accommodation Placement Policy. Local authorities had a duty to provide temporary accommodation to homeless households accepted as unintentionally homeless and in priority need. Additionally, local authorities should, as far as reasonably practicable place households in its own area or as close as possible to where the applicant was previously living.

The Policy had been developed in accordance with relevant legislation and case law, in particular the Supreme Court had recommended that each local authority should have a publicly available policy for allocating temporary accommodation which clearly explained the factors to be taken into account. The Policy provided guidance to staff ensuring a consistent and transparent approach.

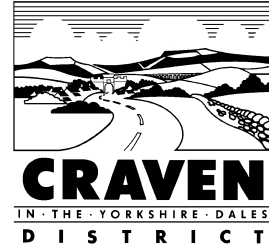
**RECOMMENDED** – (1) That, the Temporary Accommodation Placement Policy is approved.

(2) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Affordable Housing to make amendments to the Policy to reflect any changes in primary legislation, statutory guidance or case law.

## **Council Meeting**

**28<sup>h</sup> November 2017**

### **Supplementary Capital Estimate – 2017/18**



Report of the Assets & Commercial Services Manager

Ward(s) affected: Skipton North

Lead Member: Cllr P Mulligan (Finance)

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

- 1.1 To present for the Council's consideration a request for £50,000 of capital funds to be allocated to support the design and reconstruction of a retaining wall that separates Coach Street Car Park from Eller Beck in Skipton.

#### **2. Recommendations**

The Council is recommended to:

- 2.1 Approve £50,000 of additional capital expenditure to fund the design and reconstruction of the retaining wall that separates Coach Street Car Park from Eller Beck in Skipton.

#### **3. Retaining Wall between Coach Street Car Park & Eller Beck, Skipton**

- 3.1 Coach Street Car Park in Skipton is owned and operated by the Council as a pay & display car park. Eller Beck that splits the car park in two is the responsibility of the Environment Agency.
- 3.2 A retaining wall exists on the south side of Eller Beck and because of its height of retention is the responsibility of the Council to maintain and repair as required.
- 3.3 A section of this retaining wall collapsed into Eller Beck during the evening of 24<sup>th</sup> October 2017. Six car parking spaces were upon notification immediately coned off the following morning of collapse to prohibit vehicles from using this area of the car park. The actual cause of the collapse is unknown but some slight movement had previously been noted.
- 3.4 The section of wall is approximately 10 meters in length and up to 3 meters in height when measured from the bed of the beck. An inspection by a structural engineer was immediately requested and carried out on 25<sup>th</sup> October 2017. A

design of a replacement wall has since been received and quotes for the reconstruction works have been requested from three local contractors with a return by the end of November.

Whilst the parapet is still intact, due mainly to the quality of construction, it cannot be left as such and therefore requires immediate attention to prevent further collapse and mitigate against any third party liability. Equally any debris within Eller Beck requires to be retrieved as soon as possible to prevent causing obstruction because should adverse weather conditions be encountered this could potentially cause flooding to the nearby properties within the Fisher Medical Centre on the north side of Eller Beck.

- 3.5 The estimated combined cost of the design and reconstruction works, and associated fees is £50,000 (maximum).

#### **4 Financial Implications**

- 4.1 The indicative estimated cost of the design and reconstruction works is as noted above in 3.6 and will be funded from the Buildings Reserve.

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

- 5.1 The Council has a statutory duty to ensure its property assets are safe and fit for purpose. Any incident arising from its failure to rectify damage could result in corporate culpability. This applies in this instance where the car park is used by many motorists and pedestrians.
- 5.2 The Council could be in breach of Environment Agency legislation should the beck be breached and flooding occur. Equally the Council could be liable under common law should flood damage affect the adjacent properties.
- 5.3 Consultation with the Council's Insurers has confirmed that the Council's policies do not cover this type of event. However due to the technical reasons for the collapse being directly relative to the actual flow of water and other obstacles within the beck itself there may be a possibility to transfer the liability back to the Environment Agency. This will take time to address and justify and therefore long after the reconstruction work is completed.

#### **6. Contribution to Corporate Priorities**

- 6.1 This project will contribute to the corporate priorities of Enterprising Craven and Financial Resilience.

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

- 7.1 Delay in repairing the retaining wall within the car park may result in public liability claims against the council should further collapse occur and someone be injured. Likewise the consequences of blockages within Eller Beck that could cause flooding to the Fisher Medical Centre may also incur further financial and legal costs, and reputational damage.



**8. Equalities Impact Assessment**

Since this report is not seeking to set or amend policy, the Council's Equality Impact Assessment procedure has not been followed.

**9. Consultations with Others**

9.1 Paul Waite Associates have provided technical support to determine the extent of the required remedial and reconstruction work.

9.2 The Environment Agency has been informed of the collapse and requires continuous feedback on progress.

**10. Author of the Report**

Ian Halton – Assets & Commercial Services Manager  
Tel: 01756 706329  
ihalton@cravendc.gov.uk

**11. Appendices**

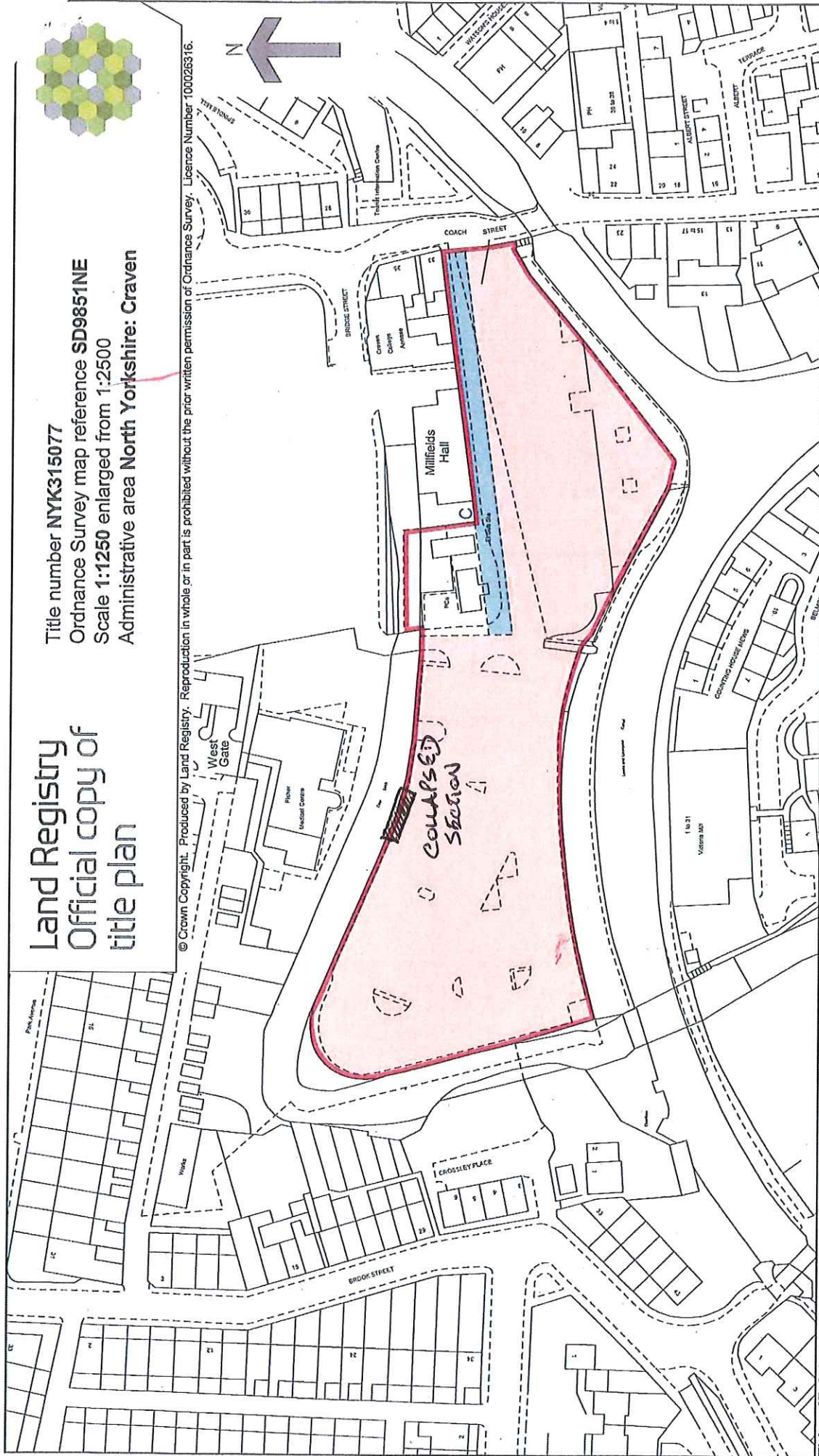
Appendix A – Site Plan

# Land Registry Official copy of title plan

Title number NYK315077  
Ordnance Survey map reference SD9851NE  
Scale 1:1250 enlarged from 1:2500  
Administrative area North Yorkshire: Craven



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This official copy issued on 22 July 2010 shows the state of this title plan on 22 July 2010 at 08:48:52. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).  
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.  
This title is dealt with by Land Registry, Durham Office.

## Council Meeting

28<sup>th</sup> November 2017

### Designation of Deputy Electoral Registration Officer.



Report of the Chief Executive

Ward(s) affected: All

1. **Purpose of Report** – The designation of Deputy Electoral Registration Officer enables the day-to-day working of the Electoral Services to be carried out without the need to call upon the Electoral Registration Officer to conduct a hearing of any objections. This proposal requires the approval of the Council.
2. **Recommendations** – Members are recommended to:
  - 2.1 Designate with effect from the 16<sup>th</sup> January 2018, Ben Natrass, as Deputy Electoral Registration Officer (DERO) under Section 52(2) of the Representation of the People Act 1983;
  - 2.3 Delegate authority to the Solicitor to the Council to make the necessary amendments to the Constitution to give effect to the designations.
3. **Background**

The current Member Services Manager, who is the designated DERO, retires on 16<sup>th</sup> January 2018 and it is therefore necessary to appoint a new DERO.

The appointment of the Returning Officer (RO) and Electoral Registration Officer (ERO) is a decision made by Full Council. In the case of the appointment of Deputy Returning Officers, the law is clear that this is a matter for the Returning Officer alone to decide. However under Section 52(2) of the Representation of the People Act 1983 Act the power to designate Deputy Electoral Registration Officers lies with the Council. Any of the duties and powers of an ERO may be performed and exercised by any deputy approved by the council which appointed the registration officer.

One of the roles of the ERO (or his Deputy) is to convene a hearing to hear any applications to objections received to a rolling registration application to be included on the Register of Electors. Under current legislation any objections must be received within five working days of the application. However, as part of the Electoral Administration Act 2006 (EA Act 2006) objections can also be made at any time during the life of the Register in relation to existing electors. The hearing must be held no earlier than the third day or later than the seventh day after the date of the notice of objection was received.

With district and parish elections on the 3<sup>rd</sup> May 2018 the likelihood of an objection is greater during this period of electoral activity. In order to be able to deal with any such hearing within the very tight statutory timescale, it is desirable for the Council to appoint a Deputy, with authority to act and perform the duties of the ERO.

### **Implications**

- 4.1 **Financial Implications:** None
- 4.2 **Legal Implications** These are dealt with in the report.
- 4.3 **Contribution to Corporate Priorities** –The appointment will assist the ERO to undertake his statutory responsibilities.
- 4.4 **Risk Management** – Any risks associated with the administration of elections and electoral registration are considered as part of the Council’s corporate Risk Register.
- 4.5 **Equality Impact Assessment** – Not applicable.
- 5 **Consultations with Others** – Chief Executive, Solicitor to the Council and Monitoring Officer.
- 6 **Access to Information : Background Documents** – None
- 7 **Author of the Report** – Paul Shevlin, Chief Executive, 01756 706201.  
(pshevlin@cravenc.gov.uk)
- 8 **Appendices** – None