

COMMUNITY GRANTS SUB-COMMITTEE

30th September 2013

Present – The Chairman (Hart) and Councillors Harbron, Myers, Mason and Solloway.

Officers – Partnerships Officer, Arts and Exhibitions Officer, Sports Development Officer and Committee Officer.

Apologies for absence were received from Councillors Polly English and Knowles-Fitton

Start: 7pm

Finish: 7.40pm

The minutes of the Sub-Committee's meeting held on 17th June 2013 were confirmed and signed by the Chairman.

Minutes for Report

CG.52

COMMUNITY GRANTS FUND - APPLICATIONS

The Partnerships Officer submitted a report presenting six applications for small and medium sized grants under the Council's Community Grants Scheme. Each application had been assessed and scored using the agreed criteria and guidance. The budgetary provision available for allocation in 2013/14 amounted to £16,000; and the available balance amounted to £10,150.

In summary, the applications presented were as follows:

- (i) Embsay with Eastby Parish Council – Play Area Refurbishment – Project cost £36,000; amount requested £1,000.
- (ii) Skipton Rugby Club – Skipton Rugby Club Foundation – Project cost £17,869; amount requested £1,000.
- (iii) Fallfest – Fallfest 2013– Project cost £12,800; amount requested £1,000.
- (iv) Craven Bowling Club – Re-roofing Clubhouse – Project cost £2,200; amount requested £1,000.
- (v) Glusburn Film Club – Film Nights – Project cost £2,188; amount requested £796.
- (vi) Kettlewell Village Hall – Bowling Mat Holder – Project cost £768; amount requested £500.

Details of feedback received from ward members was circulated at the meeting.

Resolved – That decisions on the above applications for funding now submitted under the Community Grants Scheme are made as follows:-

- a. Embsay with Eastby Parish Council – Grant awarded in the sum of £1,000, subject to a Craven District Council Community Grant recognition plaque being displayed at the play area.
- b. Skipton Rugby Club – Grant awarded in the sum of £1,000; subject to the club using the Craven District Council logo and following text in all their literature: "This project is part funded and supported by Craven District Council".
- c. Fallfest – Grant awarded in the sum of £1,000, on condition that the Craven District Council logo appears on the 2014 programme whether or not Fallfest is funded by this Council for 2014; and that the design/clarity of the Festival brochure is improved.

AGENDA ITEM 8

- d. Craven Bowling Club – officers, in consultation with the Chairman and Vice Chair of this Sub-Committee, authorised to approve a grant in the sum of £1,000, subject to satisfactory receipt of the further information requested by the Sports Development Officer.
- e. Glusburn Film Club – Grant awarded in the sum of £796 subject to the condition that the money is ring fenced for this project only, and that the Councils contribution is acknowledged in all marketing material.
- f. Kettlewell Village Hall – Grant awarded in the sum of £350, subject to the Hall displaying a Craven District Council Community Grant recognition plaque.

In considering the above applications for assistance the Sub-Committee was addressed by individuals representing the following applicants

- Embsay with Eastby Parish Council : Mr Robert Kandt, Clerk to the Parish Council.
- Skipton Rugby Club : Mr Dave Fergus.
- Fallfest : Mr Bernard Peel, and Ms Sue Ingham.
- Craven Bowling Club : Mr Michael Demesne

Note : The Partnerships Officer reported receipt of a letter from Cononley Village Institute thanking the Sub-Committee for the grant awarded to it towards the cost of works to the Institute, and inviting Members to attend the re-opening of the Institute on 12th October, 2013.

Chairman.

COMMUNITY GRANTS SUB-COMMITTEE

17th December 2013

Present – The Chairman (Hart) and Councillors Harbron, Knowles-Fitton, Mason and Solloway.

Officers – Economic Development Manager, Partnerships Officer, Arts and Exhibitions Officer, Sports Development Officer and Committee Officer.

Apologies for absence were received from Councillors Polly English and Myers

Start: 7pm

Finish: 8.10pm

The minutes of the Sub-Committee's meeting held on 30th September 2013 were confirmed and signed by the Chairman.

Minutes for Report

CG.53

PUBLIC PARTICIPATION

The Sub-Committee was addressed by Mr Milton Pearson, Craven Community and Voluntary Services' Chief Executive Officer, in respect of the proposed criteria and assessment framework to be used in administering the Council's 2014/15 and 2015/16 core grant funding scheme. Mr Milton circulated a letter presenting comments on behalf of voluntary and community organisations in Craven and asked that those comments be taken into account by the Sub-Committee in agreeing the criteria and related process. In particular Members were asked to take the following points into consideration:-

- a. Bothe the application process and associated monitoring should be relevant to the amount of grant requested / awarded.
- b. Consideration should be given to involving the voluntary and community sector in the decision making, building on good practice introduced previously by the Council.
- c. Applicants should be given the opportunity to attend relevant meetings and speak in support of their application.

CG.54

COMMUNITY GRANTS FUND - APPLICATIONS

The Partnerships Officer submitted a report presenting six applications for small and medium sized grants under the Council's Community Grants Scheme. Each application had been assessed and scored using the agreed criteria and guidance. The budgetary provision available for allocation in 2013/14 amounted to £16,000; and the available balance amounted to £5,004.

In summary, the applications presented were as follows:

- (j) Skipton Embroiderers Guild : Stitched Art in the Dales – Project cost £2,140; amount requested £950.
- (ii) Austwick Parish Hall : Parish Hall Renovation Project – Project cost £2,600; amount requested £1,000.
- (iii) Embsay with Eastby Parish Council : Refurbish and Update Embsay and Eastby War Memorial – Total project cost not known; amount requested £1,000.
- (iv) South Craven Together : Eggs-Stravaganza – Project cost £582.50; amount requested £582.50.

AGENDA ITEM 8

- (v) Skipton Cycle Club : Skipton Junior Riders – Project cost £4,773; amount requested £1,000.
- (vi) Skipton Swimming Club : Swimming Teacher Training for Young Volunteers – Project cost £2,040; amount requested £1,000.

Details of feedback received from ward members was circulated at the meeting.

Resolved – (1) That decisions on the above applications for funding now submitted under the Community Grants Scheme are made as follows:-

- g. Skipton Embroiderers Guild – Grant awarded in the sum of £950.
- h. Austwick Parish Hall – Grant awarded in the sum of £1,000.
- i. Embsay with Eastby Parish Council – Consideration deferred pending receipt of further information to enable a full assessment to be made. Note : Members indicated that they were generally supportive of the application.
- j. South Craven Together – Consideration deferred pending receipt of the further information requested by the Partnerships Officer.
- k. Skipton Cycle Club – Grant awarded in the sum of £1,000, subject to the condition that the coaches deliver a certain number of hours' worth of coaching - equivalent to £10 of training costs to an hour of coaching.
- l. Skipton Swimming Club – Grant awarded in the sum of £1,000, subject to the condition that the three volunteers each offer 30 hours of voluntary time back to the Club over the next 18 months.

(2) That the Partnerships Officer presents a report on grant monies awarded but not claimed to the Sub-Committee's next ordinary meeting.

In considering the above applications for assistance the Sub-Committee was addressed by Mr Ian Scriven representing Skipton Swimming Club and the Sports Development Officer representing Skipton Cycling Club.

Note : Councillor Solloway and the Sports Development Officer declared interests as members of Skipton Cycling Club. Councillor Solloway left the room taking no part in the discussion on the Club's application. Having spoken on behalf of the Club the Sports Development Officer also left the room.

CG.55

CORE FUNDING GRANT SCHEME - CRITERIA

Further to Minute POL.563/13-14, the Strategic Manager for Planning and Regeneration submitted a report asking the Sub-Committee to consider and agree criteria and an assessment framework to be used in administering the Council's 2014/15 and 2015/16 core grant funding scheme.

Details of draft criteria and an assessment framework had been circulated with the Strategic Manager's report, together with a timetable for invitation and consideration of applications culminating in submission of a report to Policy Committee on 4th March 2013 recommending the grants to be awarded to successful applicants.

It was pointed out that the proposed timescale was very short as it was considered necessary to agree and inform applicants of the outcome of their applications before the start of the next financial year. Once Members had approved the final grant criteria and assessment timetable, officers would prepare a grant application form, scoring framework and guidance notes for circulation to community organisations.

Members' instructions were requested and after a discussion it was

AGENDA ITEM 8

Resolved – (1) That, subject to an amendment to require applications to be submitted electronically, the proposed criteria and assessment framework for administering the Council's 2014/15 and 2015/16 core grant funding scheme is approved as now submitted.

(2) That, subject to it being amended to show the deadline for submission of applications as being 26th January 2014, the timetable for the consideration of applications is agreed as now submitted.

(3) That delegated authority is granted to the Chairman and Vice-Chairman of this Sub-Committee, in consultation with officers, to determine the minimum assessment score which applications must achieve in order to be taken forward to this Sub-Committee for consideration.

(4) That a meeting of this Sub-Committee is arranged for either 17th or 20th February 2014 to consider and make recommendations on applications for core grant funding.

Next Ordinary Meeting : To be held at 7pm on Monday, 17th March 2014.

Chairman.

CRAVEN SPATIAL PLANNING SUB-COMMITTEE

16th September 2013

Present – The Chairman (Councillor Foster) and Councillors Barrett, Barrington, Paul English, Knowles-Fitton, Turner and Welch.

Officers – Spatial Planning Manager, Principal Planning Officer (Planning Policy Team), and Committee Officer.

Start: 6.30pm

Finish: 7:46pm

The minutes of the Sub-Committee's meeting held on 6th June 2013 were confirmed and signed by the Chairman.

Minutes for Report

CSP.68

COMMUNITY INFRASTRUCTURE LEVY – VIABILITY STUDY

The Strategic Manager for Planning and Regeneration submitted a report present an overview of the new non mandatory community infrastructure levy (CIL) which local authorities in England and Wales could choose to charge on new developments in their area. In summary the levy and receipts generated

- represented a source of funding to assist delivery of infrastructure associated with development in the emerging new Craven Local Plan, at a time when funding available from Government and other sources had declined.
- took the form of a charge per square meter of gross internal floor space on new buildings larger than 100m² or creating one or more dwellings.
- could not be charged on changes of use that did not involve an increase in floor space, nor could it be charged on structures which were not buildings, or which people did not normally go into to use.
- could not be applied to affordable housing.
- did not need to be used for providing infrastructure on the site they were collected from or for affordable housing provision on the site. Site specific infrastructure and affordable housing provision would therefore continue to be secured by Section 106 Obligations.
- could be charged at different rates for different parts of the Development Plan area and for different types of development. Monies generated could be pooled, and could be spent anywhere across the District.

Regulations for CIL restricted the use of planning obligations to ensure that individual developments were not charged for the same items of infrastructure through both planning obligations under Section 106 and CIL. They also required charging authorities to pass 15% per cent of CIL receipts to the parish council where the development would take place, rising to 25% in the case of parish councils where a neighbourhood plan, neighbourhood development order or community right to build order was in place. CIL preparation costs were recoverable through a

AGENDA ITEM 8

maximum 5% administration charge that could be taken from the CIL payments made during the first three full years of CIL operation.

To assist in determining whether the Council should seek to progress the introduction of a community infrastructure levy, Peter Brett Associates had been commissioned to provide specialist advice, and produce a study to provide area wide viability assessments which could be used to assess whether the introduction of CIL would be viable, inform the Council's approach to affordable housing policy and demonstrate what level of affordable housing provision would be viable. The draft study produced by the company had been circulated with the Strategic Manager's report

The Chairman welcomed Matthew Whiteley of Peter Brett Associates who had been invited to attend the meeting to present an overview of the findings of the viability assessments. During the course of his presentation Mr Whiteley stated that the assessments suggested that introduction of a levy could generate approximately £10,000,000 over the Development Plan period and there was scope for it to be applied to private market houses, supermarkets and retail warehouses, at rates of £45, £140 and £45 per square meter respectively. Findings also suggested that 35% affordable housing provision would not render development unviable.

The Principal Planning Officer stated that to enable further consideration to be given as to whether the Council should progress imposition of a levy in Craven the following work would be necessary:-

- Preparation of a list, known as a Regulation 123 List, of strategic infrastructure schemes related to the emerging new local plan strategy and indicative costs.
- Consultation and engagement on the draft viability study.
- Consideration of administration arrangements to manage a CIL including at what stage(s) of development to require payment of the levy

There being no further questions of Mr Whiteley or officers, it was proposed and

Resolved – (1) That publication of the viability report on the Council's website for wider consultation and engagement is approved.

(2) That further work is carried out on the estimated level of revenue which could be generated by the introduction of a community infrastructure levy.

CSP.69

NEIGHBOURHOOD PLANNING – AREA APPLICATIONS

The Strategic Manager for Planning and Regeneration submitted a report providing Members with an overview of the Council's neighbourhood planning responsibilities and presenting a neighbourhood area application submitted by Bradley Parish Council.

Members were reminded that a neighbourhood plan was a community led framework for guiding the future development and use of land within a designated neighbourhood area. Neighbourhood plans had to conform with the District Council's strategic planning policies (contained within the Local Plan), and were required to enable, rather than restrict development. Plans were subject to independent examination and a local referendum and, if approved, become part of the statutory development plan for the area.

It was pointed out that a neighbourhood plan area could be a parish area, part of a parish or, in the case of a joint application, an area extending across more than one parish. If an area was approved, the local planning authority was required to provide support and advice, including, but not limited to

AGENDA ITEM 8

- Making available information for the supporting evidence base.
- Setting out local strategic policies in the Local Plan.
- Advice on the legal requirements for Neighbourhood Planning under the Localism Act; and
- Officer participation in meetings of the parish council or its neighbourhood plan working groups.

There was no requirement to provide financial assistance, however local planning authorities had to pay for the local referendum and examination in respect of a neighbourhood plan. Grants were available from various sources to cover or contribute towards these costs

In submitting an application for designation of Bradley Parish as a neighbourhood plan area, Bradley Parish Council had taken the first step towards production of a neighbourhood plan. The application met the necessary basic requirements and it was therefore recommended that the application should be allowed to go forward for a period of public consultation. Bentham Town Council and Gargrave Parish Council had also expressed interest in submitting applications.

Resolved – That publication of Bradley Parish Council's neighbourhood area application on this Council's website for a minimum public consultation period of six weeks is approved.

Next Meeting – Provisionally arranged for 6.30pm on Monday, 4th November, 2013.

Chairman.

CRAVEN SPATIAL PLANNING SUB-COMMITTEE

20th November 2013

Present – The Chairman (Councillor Foster) and Councillors Barrett, Barrington, Knowles-Fitton, Turner and Welch.

Officers – Strategic Manager for Planning and Regeneration, Spatial Planning Manager, Principal Planning Officer (Planning Policy Team), Planning Officer (Planning Policy Team), Planning Policy Officer and Committee Officer.

An apology for absence was received from Councillor Paul English.

Start: 6.30pm

Finish: 7:30pm

The minutes of the Sub-Committee's meeting held on 16th September 2013 were confirmed and signed by the Chairman.

Minutes for Report

CSP.70

PUBLIC PARTICIPATION

Mrs Jill Wilson, a resident of Stirton-with-Thorlby Parish, enquired what would the Council be taking forward from the community engagement exercise and what had had been its impact? For example would all the proposed sites be taken forward to the next stage, and would there be an opportunity for parish councils to question the feedback received from the engagement events?

Answers to questions raised by Mrs Wilson were provided during the course of the presentation delivered by officers on the outcome of the community engagement events at Minute CSP.71 below.

CSP.71

CRAVEN LOCAL PLAN – COMMUNITY ENGAGEMENT EVENTS

Further to Minute CSP.66/13-14, the Strategic Manager for Planning and Regeneration submitted a report presenting a summary of feedback received from informal community engagement events held during summer 2013 on emerging local plan approaches to the scale and spread of land for new housing and employment, and in relation to specific sites made available by or on behalf of landowners for consideration in the local plan process for that part of the District outside the Yorkshire Dales National Park.

A total of 20 community engagement events had been held, comprised of four sub-area events focused on the scale and spread of housing and employment land, and a further 16 events held in towns and villages with an emphasis on the choice of sites for possible housing or employment uses. Feedback had also been invited on the planning policy pages of the Council's website into the autumn. The events had been well attended with more than 1000 attendees in total. Over 700 comments had been received in the form of post-it note recording at event discussion tables, feedback forms and letters.

In parallel with the engagement events the technical aspects, for example flood risk, of each site put forward for possible inclusion in the local plan had been assessed. The sustainability of each site would also need to be appraised with a view to preparation and publication of a pre-publication

AGENDA ITEM 8

draft local plan in late February / early March 2014. The pre-publication draft would identify the preferred development sites resulting from the assessment and sustainability appraisal process, and would be the subject of a period of public consultation.

Feedback received at the engagement events had been forwarded to the relevant Parish Councils, and would also be published on this Council's website.

Resolved – That feedback received from the community engagement events is noted, and that officers are authorised to carry out further work including sustainability appraisal and site checklists in order to inform preparation of a Pre-Publication Draft Local Plan document.

(Councillors Welch declared an interest drawing the Sub-Committee's attention to the proximity of his property to a site (SG073) which had featured in the engagement event for Giggleswick Parish. Councillor Turner declared a similar interest in respect of a site (SK084) in Skipton.)

CSP.72

NEIGHBOURHOOD PLANNING – AREA APPLICATION FOR GARGRAVE PARISH

Further to Minute CSP.69/13-14, the Strategic Manager for Planning and Regeneration submitted a report presenting details of a neighbourhood area application submitted by Gargrave Parish Council.

The neighbourhood area proposed by Gargrave Parish Council was based on the current parish boundary. A plan showing the parish boundary, including that part within the Yorkshire Dales National Park which would be the subject of a separate application to the National Park Authority, was circulated at the meeting. It was pointed out that the application had initially proposed an area based on the revised parish boundary which would come into effect in April 2014, but the Parish Council had subsequently decided to base its application on the existing boundary.

Members were reminded that a neighbourhood plan was a community led framework for guiding the future development and use of land within a designated neighbourhood area. Neighbourhood plans had to conform with the District Council's strategic planning policies (contained within the Local Plan), and were required to enable, rather than restrict development. Plans were subject to independent examination and a local referendum and, if approved, become part of the statutory development plan for the area.

Resolved – That publication of Gargrave Parish Council's neighbourhood area application on this Council's website for a minimum public consultation period of six weeks is approved.

Next Meeting – Arranged for 6.30pm on Monday, 9th December, 2013.

Chairman.

CRAVEN SPATIAL PLANNING SUB-COMMITTEE

9th December 2013

Present – The Vice-Chairman (Councillor Welch) and Councillors Barrington and Turner. In the absence of the Chairman Councillor Welch took the chair.

Officers – Strategic Manager for Planning and Regeneration, Spatial Planning Manager, Principal Planning Officer (Planning Policy Team), Planning Policy Officer, Planning Officer (Planning Policy Team) and Committee Officer.

Start: 6.30pm

Finish: 7:54pm

The minutes of the Sub-Committee's meeting held on 20th November 2013 were confirmed and signed by the Chairman.

Minutes for Report

CSP.73

CRAVEN LOCAL PLAN – SUSTAINABILITY APPRIASAL

The Strategic Manager for Planning and Regeneration submitted a draft report presenting the scope of a sustainability framework to be used to test and compare alternative potential development sites and emerging Local Plan policy approaches. The Sub-Committee was asked to approve the draft scoping report for the purposes of a seven week consultation period with stakeholders commencing 16th December 2013.

During the course of the ensuing discussion Members commented upon and highlighted a number of points they considered may merit inclusion within /amendment to the draft scoping report, including

- The quality of some maps within the report ie colours and keys, needed to be improved.
- Housing : Consideration should be given to including an amendment to reflect the demand for an appropriate mix of house types including bungalows and executive housing.
- Historic Places : Consideration should be given to the inclusion of local points / places of historic interest.
- Water : Include reference to spring water supplies / properties not connected to mains supply.
- Economy : Re-phrase reference to average income and jobs in the area.
- Health : Re-word reference to child obesity so as not to describe the local level as being very low at 12%.
- Infrastructure : Consider wording of reference to the Bentham rail line so as not to give impression that an improved service will be provided.
- Education : Refer to parental choice and cross boundary education issues in North as well as South Craven, also include appropriate reference to Craven College

Resolved – That, subject to it being proof read and amended, as appropriate, to reflect points now raised, the draft Local Plan Sustainability Appraisal Scoping Report is approved for stakeholder consultation for a period of seven weeks from 16th December 2013.

CSP.74

DUTY TO CO-OPERATE – EMERGING LOCAL PLAN

The Strategic Manager for Planning and Regeneration submitted a report briefing the Sub-Committee on

a. the requirement under the Localism Act for local planning authorities to actively co-operate on an ongoing basis with neighbouring authorities and a range of other public bodies in the production of their local plan; and

b. work undertaken to date in seeking to comply with the duty to co-operate.

It was pointed out that at local plan examinations a duty to co-operate test required local planning authorities to demonstrate effective joint working to meet cross boundary strategic priorities. Since an initial meeting convened in November 2012 with representatives of authorities neighbouring Craven, the minutes of which had been circulated with the Strategic Manager's report, officers had continued to engage with neighbouring authorities and a duty to co-operate meeting had been arranged with relevant departments of North Yorkshire County Council, including Highways, for 15th January 2014.

Details of work undertaken as at 24th April 2013 on strategic issues considered to be relevant to the duty to co-operate were circulated at the meeting.

Resolved – That continued engagement and joint working with relevant duty to co-operate bodies in preparation of a Pre-Publication Draft Local Plan for Craven (outside the Yorkshire Dales National Park) is endorsed.

CSP.75

NEIGHBOURHOOD PLANNING – AREA APPLICATION FOR BRADLEY PARISH

Further to Minute CSP.69/13-14, the Strategic Manager for Planning and Regeneration submitted a report on the outcome of the consultation exercise in respect of Bradleys Both Parish Council's application to designate the whole of the Parish of Bradleys Both as a neighbourhood area.

The Parish Council's application had been published on this Council's website for the required six week consultation period. No comments had been received during the course of that period and accordingly the Sub-Committee was asked to approve the designation of the Bradley Neighbourhood Area as detailed in the Parish Council's application.

Members were reminded that having designated a neighbourhood area this Council was required by the Localism Act to provide support and advice to the Parish Council in the production of a neighbourhood plan for the designated area. This could include, but was not limited to the following:

- Making available information for the supporting evidence base.
- Setting out local strategic policies in the Local Plan.
- Advice on the legal requirements for Neighbourhood Planning under the Localism Act.
- Officer participation in meetings of the parish/town council or its neighbourhood plan working groups.

The duty to support the neighbourhood planning process did not require the Council to provide financial assistance, but as the local planning authority it was required to pay for the local referendum and examination in respect of a neighbourhood plan. Funding was, however, available to local planning authorities from the Department for Communities and Local Government to cover the costs to the local planning authority in preparing a Neighbourhood Plan.

AGENDA ITEM 8

Resolved – That the whole of the area known as the Parish of Bradleys Both is designated as a neighbourhood area.

Next Meeting – Arranged for 6.30pm on Monday, 27th January, 2014.

Chairman.