

**POLICY COMMITTEE**

9<sup>th</sup> June 2015

**Present** – The Chairman (Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Hull, Ireton, Kerwin-Davey, Lis, Mulligan, Myers, Place, G Quinn and Sutcliffe.

**Officers** – Chief Executive, Director of Services, Strategic Manager – Financial Services (S.151 Officer), Solicitor to the Council and Monitoring Officer, Asset and Project Manager, Housing and Environmental Health Manager, Economic Development Manager, Bereavement Services Manager and Committee Administrator.

Apologies for absence were received from Councillor English.  
Councillor Kerwin-Davey left the meeting at 6.40pm (due to hearing difficulties as the microphone system was faulty and with the manufacturer for repair)

Also in attendance: Councillor Staveley.

Start: 6:33pm

Finish: 8:09pm

The minutes of the Committee's meeting held on 18<sup>th</sup> March 2015 were confirmed and signed by the Chairman.

**Minutes for Report**

POL.660      **SELECT COMMITTEE CHAIRMAN'S REPORT ON SKIPTON BUS STATION MANAGEMENT AGREEMENT**

The Chairman of Select Committee presented a report on the outcome of the Committee's considerations of matters relating to the terms of a proposed management agreement with North Yorkshire County Council in respect of Skipton Bus Station.

Having considered all the various options, the Select Committee made the following recommendations:

- (a) That, bearing in mind uncertainty as to the future shape of local government and the need to protect the future provision of a bus station in Skipton, Policy Committee is recommended to accept the proposed Skipton Bus Station management agreement, as drafted, subject to the changes being progressed by the Assets and Project Manager.
- (b) That, in consultation and collaboration with the Licensing Committee, the Policy Committee is asked to request a report presenting options and potential costs to enable consideration to be given to the possible installation of CCTV recording equipment covering the Skipton Bus Station and Waller Hill taxi rank.

**Resolved** – That, the report is noted.

POL.661      **SKIPTON BUS STATION MANAGEMENT AGREEMENT**

The Director of Services submitted a report seeking Members' approval to enter into a management agreement with North Yorkshire County Council (NYCC) for the long term management of Skipton Bus Station.

In 2009, the bus station had been refurbished with £1.2m of Local Transport Plan (LTP) funding provided by NYCC. In addition, the Waller Hill car park and taxi rank were also refurbished.

Although informal management arrangements for the bus station had been operating since the redevelopment, recent additional works to ensure the shelter and doors were compliant with British Standards have prompted NYCC to request that the management arrangements were formalised. Once formalised, NYCC would make a contribution of 50% (£7,500) towards the costs of the shelter improvements.

The management agreement, which included a restrictive covenant would ensure that the site would continue to be used as a bus station for a period of at least 20 years (from 20<sup>th</sup> December 2018) thereby protecting the significant public funding invested through the LTP.

Were Craven District Council minded to sell the bus station site prior to the end of the management agreement, the value of site would be reduced actuarially by the residual time on the restrictive covenant.

**Resolved** – (1) That, the Director of Services is authorised to enter into the management agreement as appended to the report now submitted.

(2) That, delegated authority is given to the Director of Services to amend the tasks and responsibilities outlined in the management agreement (tasks and responsibilities) as appended to the report now submitted, from time to time as necessary.

POL.662

**INTERIM OUTTURN REVENUE BUDGET MONITORING REPORT**  
**– QUARTER 4 2014/2015**

The Strategic Manager - Financial Services (S151 Officer) submitted a report advising Members of the Council's revenue budget position based on a review of income and expenditure to the end of March 2015.

The Council had a General Fund unallocated balance of £1030k at 1<sup>st</sup> April 2013 which had remained during 2014/15 in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and day to day cash flow variances.

The Council had managed its budget and generated savings for its budget targets in 2014/15 and beyond. The total projected underspend within the revenue budget was £1,296k. It was recommended that delegated authority be given to the Strategic Manager – Financial Services (S151 Officer) to allocate the transfer of the balance of the revenue budget surplus to specific earmarked reserves for the funding of capital or revenue projects including buildings, IT, vehicles, planning and enabling efficiencies.

Main risk areas for the Council in the 2014/15 budget had been the impact of the economy on sustaining income streams and this would continue into 2015/16 so regular monitoring through quarterly budget clinics was vital.

**Resolved** – (1) That, the interim revenue budget monitoring position as at 31<sup>st</sup> March 2015, is noted.

(2) That, £126,410 of the savings achieved this year and identified as green in Appendix B to the report now submitted is noted and that these savings are to be transferred to an earmarked reserve to support the 2016/2017 budget and beyond.

(3) That, £25,000 is carried forward to 2015/2016 to increase the contingency to £100,000.

(4) That, £120,625 is carried forward to 2015/2016 to complete revenue commitments.

(5) That, a contribution of £300,000 to the Business Rates Contingency reserves is approved.

(6) That, the transfer of the balance of the revenue budget surplus to earmarked reserves is approved, the allocations of which are delegated to the Strategic Manager - Financial Services (S151 Officer).

POL.663

### **CAPITAL PROGRAMME 2014/15 OUTTURN REPORT**

The Strategic Manager – Financial Services (S151 Officer) submitted a report informing Members of the outturn position of the Council's capital programme for 2014/15 and the sources of financing. The agreed capital programme of £1,608k had since been revised to take account of slippage and supplementary estimates to give a total programme of £3,375k.

The final expenditure for 2014/15 was £1,730,876 and projects that had been committed to, but not fully defrayed was £1,315,360. Requests had been made for this to be carried forward to 2015/16. In addition, £1,033k of additional resources had been generated giving a total of £2,673k of funding to support future years including the projects carried forward to 2015/16.

**Resolved** – (1) That, the outturn position of the 2014/15 capital programme is noted.

(2) That, how the 2014/15 capital programme has been financed, is noted.

(3) That, £1,315,260 for completion of 2014/15 projects in 2015/16 is confirmed.

POL.664

### **PERFORMANCE MONITORING REPORT – Q4 – 2014/15**

The Strategic Manager – Financial Services (S151 Officer) submitted a report presenting the Council's performance monitoring report for quarter 4 2014/15 in accordance with arrangements set out in the Council's performance management framework.

The monitoring exercise had showed that good progress had been made with implementing the Council Plan actions with 19 of the 25 having been assessed as on target. Targets had not been set for three of the twelve indicators attached to the Council Plan as they were viewed only as context information. Of the nine indicators with targets, six targets had been achieved and three were below target. The number of affordable homes delivered was below target, as only 128 homes had been delivered against a target of 160 for the year and the amount of residual individual household waste was, subject to DEFRA confirmation estimated to be 515kg against a target of 474kg. In addition the additional savings and income of £126,410 generated through the year was below the target of £164,500.

**Resolved** – That the progress and outcomes achieved are noted.

POL.665

### **INGLETON VILLAGE ACTION PLAN**

The Strategic Manager for Planning and Regeneration submitted proposals to stimulate the transformation of Ingleton village centre. To facilitate delivery of the project, the Council's support was requested by approving an allocation of £110,000 from the New Homes Bonus Infrastructure Reserve together with agreeing to changes to the off-street parking places order.

Members were advised that the action plan had been devised with relevant organisations, following a period of consultation, in response to concerns raised by local businesses regarding the quality of

the trading environment resulting in fewer people visiting the village centre. The action plan's key improvements included:

- Enhancement of the historical village centre environment;
- Refurbishment and improved layout of the Community Centre car park;
- Create new visitor attractions;
- Improve traffic movement;
- Develop existing business and encourage new and innovative enterprises; and
- Promote Ingleton as a place to visit and stay

The implementation of the action plan would be overseen by Ingleton village Team whose purpose was to bring together partners to develop co-ordination to the development of Ingleton as a quality destination and thriving business centre. Delivery of the action plan was dependent upon the Council's agreement to act as a project lead for a number of the schemes.

- Resolved** – (1) That, the proposals set out in the Action Plan attached at Appendix A to the report now submitted for the transformation of Ingleton village centre are endorsed.
- (2) That, £110,000 is allocated from the Council's New Homes Infrastructure Reserve to support delivery of the action plan, and give delegated authority to the Director of Services, in consultation with the Lead Member for Enterprising craven and ward members for Ingleton and Clapham to agree how the monies are assigned.
- (3) Approve a variation to the off-street parking places order to:
- (i) designate the northerly corner of the Community Centre car park in Ingleton for short stay parking (up to two hours) only as set out in paragraph 4.4 of the report now submitted; and
  - (ii) adjust the tariff of car parking charges for both the Community Centre and Back Gate car parks in Ingleton as set out in paragraph 4.4 of the report now submitted.
- (4) That authority is given for the Council, in accordance with the Rules of Procedure, to act on behalf of the Village Team to bid for funding that will enable and/or add value to the delivery of projects identified in the Action Plan.

POL.666

### **SUB-COMMITTEES AND PANELS : APPOINTMENT**

The Corporate Head of Business Support submitted a report asking Members to consider appointing two sub-committees and a consultative group.

- Resolved** – (1) That the Craven Spatial Planning Sub-Committee is re-appointed for 2015/16, with a membership of seven and three named substitutes, comprising the Deputy Leader of the Council (in lieu of the Leader), Leaders from the Independent and Liberal Democrat Groups and four other Conservative Councillors to ensure political proportionality, namely Councillors Brockbank, Dawson, Staveley and Sutcliffe with terms of reference as shown in the Appendix to the report submitted.
- (2) That the Craven Employees' Consultative Group is re-appointed for 2015/16, with a membership of four, comprising the Leader of the Council, one other Conservative (A Quinn), 1 Independent (Kerwin-Davey or substitute) and 1 Liberal Democrat (to be appointed, or substitute), with terms of reference as shown in the Appendix to the report submitted.

(3) That the Community Grants Sub-Committee is re-appointed for 2015/16, with a membership of nine comprising six conservatives namely Councillors Brockbank, Hull, Lis, Mason, Myers and G Quinn, 2 Independents (Morrell and Solloway) and 1 Liberal Democrat to be nominated by the Group, with terms of reference as shown in the Appendix to the report submitted.

POL.667

### **MINUTES OF SUB-COMMITTEES**

The Chairman presented the minutes of the Craven Spatial Planning Sub-Committee held on 25<sup>th</sup> February 2015 and the Community Grants Sub-Committee held on 31<sup>st</sup> March 2015 and re-produced as Appendix A to these minutes.

**Resolved** – That, the minutes are noted.

POL.668

### **MEETING START TIME**

**Resolved** – That for the remainder of the current municipal year, meetings of this Committee continue to start at 6.30pm.

### **Minutes for Decision**

POL.669

### **PURCHASE OF INTERMEDIATE SALE DWELLINGS (SHARED OWNERSHIP)**

The Director of Services submitted a report proposing that Craven District Council purchased intermediate sale (shared ownership) dwellings that were available as part of Section 106 Agreements on development sites. The report also set out the delivery mechanism together with the financial and legal implications that would be involved.

Given the financial climate in which local government had to operate, the Council was in a position whereby it had to find new and innovative ways of generating income to support the revenue budget and secure an asset base for future generations.

The Select Committee met on 12<sup>th</sup> March 2014 and had examined the potential of transferring Section 106 affordable homes from developers to the Council with a 50% stake sold to the purchaser who then paid rent on the unsold equity. They recommended, and Policy Committee subsequently approved, that the Council progress a housing based approach to revenue generation that included the acquisition of Section 106 affordable homes for intermediate sale, subject to the financial and legal implications satisfying the Committee.

With the majority of affordable housing being built by private developers on mixed tenure sites and then transferred to one of the Council's partner housing associations, the proposals presented a direct opportunity for the Council to take advantage of the £210,000 in uncommitted commuted sums which were available for the upfront funding of two affordable housing units until 43% of the equity could be sold. The capital receipt had to be reinvested in affordable housing in order for the homes to meet the definition of 'affordable housing', although the rental income could be placed into the general fund.

The purchase of shared ownership dwellings would help address the annual shortfall of 218 affordable homes required in Craven and at the same time meet the needs of those first time buyers who lived and work in the District, helping to support the local economy.

Although it was unclear which sites would be allocated to the Council and when development would occur, it was expected that a site of 20 homes would deliver 40% (8) affordable housing and of those, 25% (2) would be for intermediate sale.

The approach used to determine 'Transfer Prices' was based on the use of median household incomes and lower quartile prices in the District as evidenced in the 2011 Strategic Housing Market Assessment. The starting point for the calculation was a 2 bedroom house with a floor area of 70 sq.m and the lower quartile price.

In Craven the median income was £22,100 and the lower quartile price was £125,000. In order to buy a 50% share of a lower quartile property under a shared ownership agreement a little under £63,000 is required. Around a quarter of all households in Craven can afford an equity stake of £60,000. Allowing for a 10% deposit the maximum acquisition price for these households is around £66,000 [£60,000 + £6,000]

Therefore the affordable housing transfer value for a 2 bedroom property is therefore £66,000 or £950 per sq.m [ £66,000 div 70 sq.m – sum rounded up from £943sq.m]

**RECOMMENDED** – (1) That, Craven District Council acquires two Section 106 shared ownership dwellings.

(2) That, £150,000 affordable housing commuted sum is used initially to acquire the two Section 106 shared ownership dwellings (and pay associated costs) and thereafter, as a recyclable fund to acquire and sell further Section 106 shared ownership dwellings, subject to Craven District Council recouping its costs in full.

(3) That, approval is given for the Director of Services, in consultation with the Leader, the Lead Member for Housing and the relevant Ward Member(s) to identify which Section 106 shared ownership dwellings are acquired, the method by which they are marketed and sold, subject to Craven District Council recouping its costs in full and update the scheme of delegation accordingly.

(4) That delegated authority is given to the Director of Services to request a direction from DCLG under Section 74 (3)(d) of the Local Government and Housing Act 1989 to develop housing under Part II of the Housing Act 1985 without the need for a Housing Revenue Account.

POL.670

### **PUBLIC HEALTH FUNERALS POLICY**

The Director of Services submitted a report asking Members to consider and approve a Public Health Funerals Policy that delivered a consistent and transparent approach when dealing with such funerals.

Local authorities had a responsibility to arrange funerals for people who had died with no known relatives to arrange and pay for their funeral or where relatives did not want to, or were unable to arrange their funeral.

**RECOMMENDED** – That, the Public Health Funerals Policy as appended to the report now submitted is adopted.

**INTRODUCTION OF HOLDING OVER AT SKIPTON  
CREMATORIUM**

The Director of Services submitted a report asking Members to consider the introduction of the holding over of coffins at Skipton crematorium in order to increase the efficient use of resources whilst reducing CO2 emissions at the same time.

The Council's current practice was to cremate coffins on the same day they were received regardless of the number of services booked. Whilst the Council had two functional cremators, monitoring showed that it was more efficient to carry out as many cremations as possible through a single cremator in one day. The existing system meant that gas consumption and the release of CO2 into the atmosphere was high based on a usage to efficiency ratio. In addition, emissions were at their highest when a cremator was in its pre-heat mode.

Based on an average of 78 cremations per month, by introducing holding over, CO2 emissions and the use of gas could be reduced by up to 25% and a full year's saving would be in the region of £13,944.

A 2014 UK wide crematoria survey indicated that approximately 46% of crematoriums currently operate the hold over system.

In considering the matter, Members were advised that cremation authorities were required to comply with relevant regulations and processes, including:

- the applicant must give their written consent;
- coffins to be held over for a maximum of 72 hours;
- coffins had to be cremated on the next planned operational cremating day, in order of sequence received, to achieve maximum efficiency and environmental benefits;
- transparency of holding over information for the public; and
- the crematorium should have appropriate storage conditions (security and sanitary)

**RECOMMENDED** – (1) That, the implementation of the holding over of coffins at Skipton crematorium as outlined in the report now submitted is approved.

(2) That, the changes in fees as set out in paragraph 5.1 of the report now submitted are introduced with effect from 1<sup>st</sup> September 2015.

(3) That, 2 none service time slots with a reduction in fees as set out in 5.3 of the report now submitted are introduced with effect from 1<sup>st</sup> September 2015.

Chairman