

ORDINARY MEETING OF THE COUNCIL

Belle Vue Suite, Belle Vue Square Offices, Skipton
Tuesday 30 January 2018 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. **Presentation**

Presentation by Helen Hirst, Chief Officer, Airedale, Wharfedale and Craven Clinical Commissioning Group on the work of the Group.

3. **Minutes** – To confirm the minutes of Council held on 28th November 2017 and the Extraordinary meeting of Council held on 19th December 2017. (Copy attached).

4. **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.

5. **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.)

6. **Chairman's Announcements** . (A list of engagements attended by the Chairman is attached)

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 Appendix D to Item 7 below 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).

7. **Recommendations for Confirmation** (Report attached)
To consider minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
8. **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.
9. **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
10. **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 :Guy Close,
Tel. 01756 706226 e-mail gclose@cravendc.gov.uk
22nd January 2018.

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

28th November 2017

Present – The Chairman (Councillor Place) and Councillors, Barrett, Brown, Dawson, Foster, Graham, Heseltine, Hull, Ireton, Jaquin, Lis, Mason, Moorby, Morell, Mulligan, Pighills, Rose, Shuttleworth, Solloway, Staveley, Sutcliffe Thompson, Whitaker and Welch.

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

Apologies: Baxandall, Brockbank, Harbron, Madeley, Mercer and Myers,

Start: 7pm

Finish: 7.45pm

CL.993

MINUTES OF COUNCIL MEETING

Resolved – That the minutes of the Meeting of Council held on 3rd October 2017 are confirmed as a correct record and signed by the Chairman.

CL.994

CHAIRMAN'S ANNOUNCEMENTS

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

CL.995

RECOMMENDATIONS OF COMMITTEES

Recommendations from the meeting of Policy Committee held on 31st October 2017, were submitted.

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

- (a) POL.876 Confirmation of the Council Tax Base 2018/2019

Resolved – That the recommendations at Minute POL.876 are confirmed.

- (b) POL.877 Application to The Department For Communities And Local Government For A North Yorkshire 100% Business Rates Retention Pilot In 2018/19

Resolved – That the recommendations at Minute POL.877 are confirmed.

- (c) POL.878 Settle Town Action Plan.

Resolved – That the recommendations at Minute POL.878 are confirmed.

- (d) POL.879 Temporary Accommodation Placement Policy

Resolved – That the recommendations at Minute POL.879 are confirmed.

CL.996

SUPPLEMENTARY CAPITAL ESTIMATE – 2017/18

The Assets & Commercial Services Manager submitted a report requesting £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.

Resolved –

- 1) That approval be given for up to £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.
- 2) That the funding is drawn down from the Council's Buildings Reserve.

CL.997

DESIGNATION OF DEPUTY ELECTORAL REGISTRATION OFFICER

The Chief Executive submitted a report proposing the designation of a Deputy Electoral Registration Officer.

Resolved -

- 1) To designate with effect from the 1st January 2018, the Electoral Services Manager, as Deputy Electoral Registration Officer under Section 52(2) of the Representation of the People Act 1983;
- 2) Delegate authority to the Solicitor to the Council to make the necessary amendments to the Constitution to give effect to the designations.

CL.998

STATEMENT FROM THE LEADER OF THE COUNCIL

The Leader of the Council reported that Peer Review report had been received and circulated to members. It showed that the Council was punching above its weight and was in good shape for the future but warned against complacency and the fear of taking risks. A member strategy session and staff sessions would be held in January to look at the findings to be followed by a report to Policy Committee in March proposing an action plan. The Leader thanked the review team, members and officers who had participated in the review.

The Leader reported that the Council was working with the National Park, Richmondshire, Eden, South Lakes and Lancaster on strategies for retaining families and attracting young families to the national park, retaining schools, public transport, pubs and shops. The Park Authority were producing a development plan which included 70 new homes half of which would be affordable and new employment areas. District Councils were looking at marketing the area as a great place to live and work and raise a family. The Leader commented on the negative impact of second homes on the economy and communities.

Consideration was being given to the level of Council Tax on second homes and a report would be brought to Policy Committee in January looking at options.

Councillor Heseltine asked about the distinction between holiday cottages and second homes. The Leader responded that holiday cottages had a greater economic benefit than second homes but what was really needed was for houses to be used for people to live in.

Councillor Solloway asked whether the land allocations in the draft Local Plan reflected the fact that some communities were considered to be unsustainable. The Leader responded that the Local Plan had to reflect the reality of the situation. Councillor Solloway also asked if all members could be involved in the proposals for the National Park. The Leader responded that members would be involved through the report to Policy Committee.

CL.999 **STATEMENTS FROM LEAD MEMBERS AND CHAIRMEN OF COMMITTEES**

Councillor Mulligan, Lead Member for Financial Resilience, reported that Chancellor's autumn budget had little in it for local authorities, other than the business rates pilot scheme, powers to increase council tax on empty homes from 50% to 100% and extra funding for disabled facilities grant and for pothole repair.

Councillor Mulligan also reported that the national social mobility study produced by the Office of National statistics had placed the district at 32nd in terms of social mobility. Craven was the top ranked authority in the Yorkshire and Humber region. These results provided a strong narrative for our efforts in retaining and attracting families, businesses and visitors to Craven

Councillor Staveley, Chairman of Select Committee, informed members that a report would be submitted to the next meeting of Policy Committee on commercial waste. The next Select Committee review would be of Bereavement Services.

Councillor Dawson reported as Chairman of Spatial Planning Sub-Committee that the draft Local Plan had been approved and would be submitted next to Policy Committee and an extraordinary meeting of Council. Councillor Dawson thanked the Planning Policy team for the huge amount of work they have undertaken in producing the Local plan.

CL.1000 **GENERAL QUESTION STATEMENT TIME**

Councillor Brown asked the Leader of the Council:

"Could you please outline for us the measures the council has put in place to ensure electric vehicle charging points are available in public places within our district?"

The Leader responded that he has asked the estates team to look at the possibility of putting charging points in car parks.

Councillor Brown asked if charging points could also be considered as a requirement for new housing developments.

The Leader responded that this was certainly something which would need to be considered in the future.

Chairman.

EXTRAORDINARY COUNCIL MEETING**19th December 2017**

Present – The Chairman (Councillor Place) and Councillors, Barrett, Baxandall, Brockbank, Brown, Dawson, Foster, Graham, Harbron, Heseltine, Hull, Ireton, Lis, Madeley, Mason, Mercer, Moorby, Morell, Mulligan, Myers, Pighills, Shuttleworth, Solloway, Sutcliffe, Thompson, Whitaker and Welch.

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

In attendance: Michael Bedford Q.C.

Apologies: Councillor Jaquin, Rose and Staveley

Start: 7pm

Finish: 7.58pm

CL.1001

DECLARATIONS OF INTEREST

Councillor Welch declared a Part B interest in relation to Item 4(f) on the agenda (minute CL.1002 (f) below). Councillor Moorby declared a disclosable pecuniary interest in relation to Item 4(e) on the agenda (minute CL.1002(e) below) and left the meeting during consideration of that item.

CL.1002

RECOMMENDATIONS OF COMMITTEES

Before consideration of the recommendations of Policy Committee relating to the local plan the Chairman invited Councillor Dawson as Chairman of the Spatial Planning Sub-Committee to outline the process that had been followed leading to the presentation of recommendations to Council. Councillor Dawson thanked previous chairmen and the members of Spatial Planning Committee and officers of the Planning Policy Team for their work in developing the plan. The plan was the result of 5 years of research, policy development and consultation leading to what he believed was a sound local plan to put before members. If approved, the plan would be subject to a formal representation period of 6 weeks beginning on 2nd January 2018.

The Chairman also invited Michael Bedford QC, the Authority's legal counsel, to give his observations. Mr Beresford stated that the Government emphasised that having an up to date local plan is at the heart of the planning process. A great deal of work and careful consideration had gone into the production of the plan which was now at a stage where it is ready to submit to the planning inspectorate.

Recommendations from the meeting of Policy Committee held on 7th December 2017 were submitted.

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

- (a) POL.892 Craven Local Plan Viability Assessment : Addendum and Affordable Housing Transfer Price Background Paper

Resolved – That the recommendations at Minute POL.892 are confirmed.

- (b) POL.893 Craven Local Plan – Housing Growth Options Paper: Addendum

Resolved – That the recommendations at Minute POL.893 are confirmed.

(Councillor Heseltine asked that his vote against the above resolution be recorded)

- (c) POL.894 Craven Local Plan : Equality Impact Assessment

Resolved – That the recommendations at Minute POL.894 are confirmed.

- (d) POL.895 Craven Local Plan – Statement of Consultation

Councillor Foster, seconded by Councillor Dawson, moved an amendment to the recommendation which on being approved by Council amended the original recommendation as set out in the resolution below.

Resolved – That the amended recommendations at Minute POL.895 are confirmed as follows:

(1) That, the Statement of Consultation as a proposed submission document to be made available alongside the Publication Draft Craven Local Plan for a statutory six week public representation period from Tuesday 2nd January until Tuesday 13th February 2018 and submitted to the Secretary of State together with the submission Draft Craven Local Plan, by the end of March 2018 is approved.

(2) That, delegated authority is given to the Strategic Manager for Planning and Regeneration to make any necessary amendments to the Statement of Consultation prior to publication and submission of the Craven Local Plan and submission documents, including updating of the Statement of Consultation to provide information on the representations made during the period of public representation on the soundness and legal compliance of the Publication Craven Local Plan, prior to formal submission is approved.

- (e) POL.896 Craven Local Plan – Regulation 19 Publication Draft Local Plan for Consultation

Councillor Foster, seconded by Councillor Dawson, moved an amendment to the recommendation which on being approved by Council amended the original recommendation as set out in the resolution below.

Councillor Brown also moved an amendment, seconded by Councillor Solloway concerning the provision of vehicle charging points in new developments. On receiving assurances that the matter could be better addressed through supplementary planning guidance Councillor Brown withdrew his amendment.

Resolved – That the amended recommendations at Minute POL.896 are confirmed as follows:

CRAVEN LOCAL PLAN – REGULATION 19 PUBLICATION DRAFT LOCAL PLAN FOR PUBLICATION

(1) That, the updated policies and text of the June 2017 pre-publication Local Plan in Appendix 1 and the policies and maps in Appendix 2 as now submitted are approved to form the Publication Plan for publication under Regulation 19 of the Planning and Compulsory Purchase Act 2004.

(2) That, representation on the Regulation 19 Publication Plan be invited for a six week period commencing on Tuesday 2nd January 2018 to Tuesday 13th February 2018.

(3) That the list of proposed submission documents which will be available for inspection and published on the Council's website to comply with Regulation 19 at Appendix 3 to the report now submitted is noted.

(4) That the recommendation by Spatial Planning Sub-Committee to give delegated authority to the Strategic Manager for Planning and Regeneration to prepare any necessary supporting documents for the Publication Plan and Submission Plan and to make minor amendments to the Local Plan, submission policies map and supporting documents to ensure a high quality of presentation of the Draft Publication plan and Submission Plan is endorsed.

(5) That, following the end of the representation period, to give delegated authority to the Strategic Manager for Planning and Regeneration to submit the draft Local Plan, the submission documents, submission policies map and any other supporting documents to the Secretary of State for Communities and Local Government for independent examination by a Planning Inspector.

(f) POL.897 Craven Local Plan – Duty to Cooperate: Draft Memorandum of Understanding with the Yorkshire Dales National Park Authority

Resolved – That the recommendations at Minute POL.897 are confirmed.

CL.1003

MEMBERS SERVICES MANAGER

The Chairman noted that it was Andrew Mather's last attendance at Council as Members Services Manager before his retirement. The Chairman, Leader of the Council, Councillor Barrett, Councillor Ireton, Councillor Moorby and Councillor Madeley spoke to thank Mr Mather for his services to the Council and wish him a happy retirement.

Chairman.



The Chairman of Craven District Council

(Councillor Stephen Place)

Civic Engagements

During the period – November/December 2017

Chairman – attended :

NOVEMBER

- Wednesday 8th - Fundraising event organised by the Mayor of Skipton Town Council – “An Evening with Simon Entwistle” at Skipton Town Hall
- Sunday 12th - Remembrance Sunday – Church Service and wreath laying at Skipton Cenotaph (Chairman)
- Sunday 12th - Remembrance Sunday – Church Service and wreath laying at Settle Cenotaph (Vice-Chairman)
- Wednesday 15th - Judging Panel for Community Champions – Dewhurst Suite, Belle Vue Square, Skipton
- Saturday 18th - The Accordion Championship Awards (North Central Area Accordion Championships and Music Festival) – To present trophies at Skipton Building Society, The Bailey, Skipton.
- Saturday 25th – Tom Twistleton 100 Celebration & Awards Ceremony at The Folly, Settle
- Monday 27th – Photo-shoot to launch the Chairman’s Charity Swim at Craven Pool, Skipton
- Wednesday 29th – Opening of the Carers Hub, Dyneley House Surgery, Skipton

DECEMBER

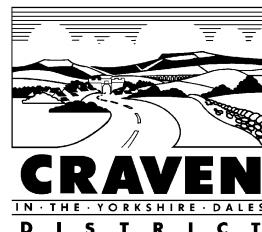
Sunday 17th – Mayor of Skipton – Civic Service at Holy Trinity Church, Skipton.

NOT FOR PUBLICATION : As Minute \$POL.905 and associated report are considered exempt by virtue of Category 3 (financial or business affairs of any particular person, including the Authority holding that information) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), Council will need to decide whether to exclude the public before considering that minute.

AGENDA ITEM 7

COUNCIL MEETING

30th January 2018



Recommendations for Confirmation

Report of the Democratic Services Manager

Ward(s) affected: Not applicable.

1. **Purpose of Report** – To present recommendations of Committees which require confirmation by Council.
2. **Recommendation** – To approve 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:-

16th January 2018

POL 902	Collection Fund Council Tax Surplus / Deficit 2017-18
POL 903	Collection Fund National Non-Domestic Rates Surplus / Deficit 2017-18
POL 904	Commercial Waste Collection Service Options Review
\$POL 905	Redevelopment of Skipton Town Hall Heritage Lottery Fund Stage 2 Application Excluded

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** –Guy Close, Democratic Services Manager. Telephone 01756 706226. E-mail gclose@cravenc.gov.uk.

5. **Appendices**

Appendix A	POL.902	Collection Fund Council Tax Surplus / Deficit 2017-18
Appendix B	POL.903	Collection Fund National Non-Domestic Rates Surplus / Deficit 2017-18
Appendix C	POL.904	Commercial Waste Collection Service Options Review
Appendix D	\$POL.905	Redevelopment of Skipton Town Hall Heritage Lottery Fund Stage 2 Application Excluded

POL.902

COLLECTION FUND COUNCIL TAX SURPLUS/(DEFICIT) 2017/18

The Chief Finance Officer submitted a report declaring an estimated surplus of £750,000 on the Council's collection fund in respect of council tax for the financial year 2017/18.

There was a statutory requirement to declare an estimate of the surplus or deficit likely to occur. The calculated surplus would be shared between the precepting authorities as follows:

• North Yorkshire County Council	£522,593
• Police and Crime Commissioner North Yorkshire	£99,141
• North Yorkshire Fire and Rescue Authority	£30,098
• Craven District Council	£98,168

Craven District Council was required to take the £98,168 in account when setting its element of the council tax for 2018/19.

RECOMMENDED – (1) That, an estimated surplus of £750,000 on the Council's collection fund at 31st March 2018 relating to council tax collections is declared.

(2) That, as part of the budget strategy, the Council's element of the estimated surplus is used in calculating the level of Council Tax for 2018/19.

POL.903

**COLLECTION FUND NATIONAL NON-DOMESTIC RATES
SURPLUS/(DEFICIT) 2017/18**

The Chief Finance Officer submitted a report declaring an estimated deficit of £50k on the Council's collection fund at 31st March 2018 relating to national non domestic rates (NNDR) transactions.

Under the rates retention scheme, local authorities were allowed to keep a proportion of the business rates collected, giving authorities a direct financial interest and therefore an incentive to work with businesses to grow local economies.

Any surplus or deficits had to be shared in prescribed proportions and based on estimated deficit, the amount that had to be distributed between the precepting authorities was as follows:

• North Yorkshire County Council	£4,500
• Central Government	£25,000
• North Yorkshire Fire and Rescue Authority	£500
• Craven District Council	£20,000

Members were advised that Craven District Council had to take the £20,000 into account when it set its element of the council tax for 2018/19.

RECOMMENDED – (1) That, an estimated deficit of £50k on the Council's collection fund at 31st March 2018 relating to NNDR transactions is declared.

Exclusion of the Public

Note : Appendix C (Weight and Volume Income Model) to the Director of Services report was excluded from publication by virtue of Category 3 (financial or business affairs of any particular person, including the Authority holding that information) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended). If Council wishes to debate the content of Appendix C it will need to consider excluding the public.

POL.904 COMMERCIAL WASTE COLLECTION SERVICE OPTIONS REVIEW

The Director of Services submitted a report outlining the options that had been considered as part of the Council's commercial waste collection service review together with recommendations for the future delivery or otherwise of the service.

The Council currently collected approximately 35% of the market share of commercial waste but this was under threat from the commercial sector and failure to review the Service's business model and practices risked year on year business shrinkage. This could potentially undermine the Council's aim of providing a better service and increasing revenue streams to support the future delivery of services.

Waste was currently collected by volume i.e. the size of the container provided, with prices fixed regardless of location or type of waste produced. Private sector charges were based on the weight collected. However, the Council would shortly be taking delivery of two vehicles that had a weighing capacity which would enable the introduction of collections by weight and volume.

The options for future delivery of the service were:

- (a) Sell the service;
- (b) Retain the existing service model and actively promote the current service; or
- (c) Completely re-design the commercial waste service to one of collection by weight and volume.

The report set out in details the financial implications and viability of each option and it was recommended to Members that the preferred option was to re-design the commercial waste service and base the collections by weight and volume. This would not only give the Council the opportunity to recover full disposal costs but would also improve the service to existing customers with the aim of being more competitive and therefore increasing the Council's business share from the present 35% to 60% in five years' time.

RECOMMENDED – (1) That, the introduction of weight/volume collection process based on charges for maximum weights from the 1st April 2019 is approved in principle.

(2) That the Director of Services is asked to draft a framework for future consideration by this Committee on the charging mechanisms for the collection of commercial waste from businesses in rural communities that does not disadvantage those businesses.