

ORDINARY MEETING OF THE COUNCIL

**Belle Vue Square Offices, Belle Vue Suite, Skipton
Tuesday, 18 December 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

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 F to agenda item \$6 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 the information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

- 1. Apologies for Absence** – To receive any apologies for absence.
- 2. Minutes** – To confirm the minutes of the Council meeting held on 9 October 2018.
- 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** – Minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
7. **Calendar of Meetings 2019/20** – To present the draft Calendar of Meetings for 2019/20.
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, Chairmen of Committees and Council Representatives on Outside Bodies** (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:
 - Audit and Governance Committee
 - Licensing Committee
 - Planning Committee
 - Standards Committee.
 - d. **Council Representatives on Outside Bodies** – To receive an update from Council representatives on Outside Bodies on key areas of work.
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, Democratic Services Manager
Tel: (01756) 706226
E-mail: gclose@cravenc.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

9 October 2018

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

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

Apologies – Councillors Ireton, Rose and Thompson.

Start: 7.00pm

Finish: 8.50pm

CL.1069

BETH GRAHAM

The Chair opened the meeting by asking Members to join her in observing a minute's silence in memory of former Councillor Beth Graham, who had recently passed away. Councillor Beth Graham had served for 28 years as a Ward Member for Settle / Settle and Ribblesbanks Ward. Several Members paid tribute to Beth Graham.

CL.1070

DECLARATIONS OF INTEREST

There were no declarations of interest.

CL.1071

MINUTES

Resolved – That the Minutes of the Council Meeting held on 7 August 2018 are confirmed as a correct record and signed by the Chair.

CL.1072

PUBLIC PARTICIPATION

There were no questions received from members of the public.

CL.1073

PRESENTATION – THE DEVELOPMENT OF SKIPTON TOWN HALL

The Chair welcomed to the meeting Danielle Daglan, Programming Venue Development Manager, to provide a presentation on 'Creating a Cultural Hub for Craven – The Development of Skipton Town Hall'.

The presentation covered the following areas:

- Feasibility study;
- The overall vision for Skipton Town Hall as a cultural hub;
- What has been done so far; and
- An update on the Heritage Lottery Fund Project.

The presentation also included an artist's impression of key areas in the Town Hall.

Questions and comments were invited and the main points of discussion were:

- An acknowledgement regarding the important role of community user groups. It was advised that the team was looking at ways to support and develop the range of groups that utilised Skipton Town Hall.
- Members welcomed the positive work being undertaken to ensure that Skipton Town Hall was made more accessible, particularly Dementia Friendly.
- The need to develop funding and sponsorship opportunities, especially local businesses.

The Chair thanked Danielle for her presentation and for the team's hard work in relation to the project.

CL.1074

CHAIR'S ANNOUNCEMENTS

It was noted that a list of engagements attended by the Chair was included within the agenda pack.

The Chair advised that Craven District Council (CDC) had recently been awarded a mark of distinction in relation to 'The Keep Me Posted Best Practice'.

Members were reminded that the Chair's Civic Event was taking place on Wednesday, 17 October from 12 noon at Victoria Hall, Settle. Members were asked to confirm their attendance with the Chair's Secretary, Janet Harker.

CL.1075

RECOMMENDATIONS FOR CONFIRMATION

Recommendations of Policy Committee held on 11 September 2018 were submitted.

Note: For each minute, the motion was proposed and seconded "That the recommendations in the Minute are confirmed".

- POL.941 – Capital Programme Monitoring Report – Quarter 1 2018/19

Resolved –That the recommendations at Minute POL. 941 are confirmed.

- POL.942 – Digitisation and Application to the Department for Communities and Local Government for a North Yorkshire 75% Business Rates Retention Pilot in 2019/20

Resolved –That the recommendations at Minute POL. 942 are confirmed.

- POL.943 – Review of the Boundaries of Local Enterprise Partnerships covering Craven

It was proposed and seconded that an additional recommendation (3) be included as follows:

(3) That within any negotiation all concerned bear in mind that any future Yorkshire devolution outcomes are recognised and the need for devolution boundaries and Local

Enterprise Partnership (LEP) boundaries to respect each other with effective working arrangements are at the forefront of eventual agreements.

Resolved – That subject to the inclusion of the above additional recommendation (3), the recommendations at Minute POL. 943 are confirmed.

CL.1076 **WEST YORKSHIRE AND HARROGATE HEALTH AND CARE PARTNERSHIP MEMORANDUM OF UNDERSTANDING**

The Chief Executive submitted a report which requested that the Council delegated to the Chief Executive the authority to sign a Memorandum of Understanding (MOU) regarding the arrangements for joint working, as part of the West Yorkshire and Harrogate Health and Care Partnership (WY&HP).

Resolved – That the Chief Executive be authorised to agree terms and sign a Memorandum of Understanding setting out the arrangements for joint working with the West Yorkshire and Harrogate Health and Care Partnership on behalf of the Council.

CL.1077 **STATEMENT BY THE LEADER OF THE COUNCIL**

The Leader of the Council made the following key points:

- The Local Plan Examination started today and was expected to last three weeks. A timetable for the process was available to view on the Council's website.
- An economic assessment for Yorkshire wide devolution had been undertaken. It was reported that there was a potential financial lift of £9 billion plus if approved. An update was also provided on proposed working arrangements.

CL.1078 **STATEMENTS FROM LEAD MEMBERS AND CHAIRMEN OF COMMITTEES**

Councillor Mulligan reported that the Council was on track to deliver a balanced budget for the 2018/19 financial year. An application had also been made to the Department for Communities and Local Government for the North Yorkshire 75% Business Rates Retention Pilot in 2019/20.

Councillor Brockbank provided an update on the on the work of local partnerships and communities as follows:

- Local businesses and community groups were thanked for their hard work and support in relation to the development of Aireville Park play area.
- It was reported that the next Community Champion Awards was scheduled to take place in February 2019 at the Coniston Hotel.
- Confirmation that the Ward Member Grants scheme had been approved for the next three years.
- Future events in 2019 included Skipton Triathlon and the UCI World Cycling Championships.

Councillor Staveley reported that the Select Committee received a report on Absence Management at its most recent meeting. The Select Committee also finalised its report on Bereavement Services, which was to be submitted to Policy Committee.

CL.1079

GENERAL QUESTION / STATEMENT TIME

Councillor Brown submitted the following question to Councillor Dawson as Chairman of Craven Spatial Planning Sub-Committee:

"Could the Chairman of Craven Spatial Planning Sub-Committee please inform Council on the number of affordable homes actually built in 2016 and 2017 and of progress to date this year?"

Councillor Dawson advised that affordable housing completions were as follows:

- 2016 / 17 – 70 (including three new build homes bought by the Council for shared ownership in Sutton and Giggleswick)
- 2017 / 18 – 23 (including three shared ownership homes built by the Council at Glusburn)
- 2018 / 19 – to date – 25 (including four shared ownership built by the Council at Glusburn). A further 21 are due to complete this financial year including three shared ownership built by the Council at Sutton and nine new build shared ownership bought by the Council in Giggleswick and Skipton.

Chairman



The Chairman of Craven District Council

(Councillor Wendy Hull)

Civic Engagements

During the period – October/November/December 2018

OCTOBER

- **Thursday 11th** – Official Opening of the Skipton Flood Alleviation Scheme
- **Wednesday 17th** – Chairman’s Civic Event held at Victoria Hall, Settle (and walkabout businesses)
- **Thursday 18th** – Consecration of The Ven Bev Mason – Archdeacon of Ripon & Craven (as the next Bishop of Warrington) at York Minster
- **Friday 19th** – Best of Britain & Beyond Awards 2018 held at Coniston Hotel and organised by StrayFM
- **Saturday 20th** – Gala Dinner – Army Foundation College, Harrogate
- **Thursday 25th** – Officially Open exhibition at Skipton Town Hall “Impact of the First World War on the People of Craven”
- **Friday 26th** – Grand Opening of the Employer Hub – Craven College and Tyro Training, Auction Mart, Skipton
- **Monday 29th** – Poppy Appeal Launch – Craven Court, Skipton.

NOVEMBER

- **Friday 9th** – Official Re-Opening of Aireview House, Skipton
- **Sunday 11th** - Remembrance Sunday – Service and Act of Remembrance at Settle Cenotaph

Agenda Item 5

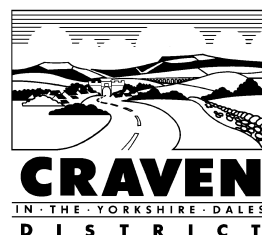
- **Sunday 11th** – Remembrance Sunday – Church Service and Parade, Skipton (Vice-Chairman attended).

DECEMBER

- **Tuesday 4th** – “Ribbon Cutting” at Crossburn Close, Glusburn – CDC’s new housing development of four shared ownership units.
- **Monday 10th** – Launch of Chairman’s Charity Swim Challenge at Craven Pool, Skipton
- **Thursday 13th** – Judging Panel – Craven Community Champion Awards (Staincliffe Suite, Belle Vue Square, Skipton)
- **Sunday 23rd** – Festival of Nine Lessons and Carols at Ripon Cathedral.

COUNCIL MEETING

18 December 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 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 report.

Standards Committee

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

19 September 2018

STN.351	Dispensation Scheme
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Policy Committee

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

23 October 2018

POL.948	Confirmation of the Council Tax Base – 2019/20
POL.949	The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
POL. 950	Homes England: Accelerated Construction Fund
POL. 951	Review of Governance Arrangements for Commercial Activity
\$POL. 952	Shared Ownership Housing Development (Exempt)

4 December 2018

POL. 963	Revenue Budget Monitoring Report Quarter 2 – 2018/19
POL. 964	Capital Budget Monitoring Report Quarter 2 – 2018/19
POL. 965	ICT Strategy
POL. 966	Digital Strategy
POL. 967	Grassington Village Action Plan

Audit and Governance Committee

The Chairman of Audit and Governance Committee will present recommendations in respect of the following minutes:

30 October 2018

AC.331	Revised Planning Scheme of Delegation
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Licensing Committee

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

13 November 2018

LIC.217	Gambling Act 2005 – Statement of Principles 2018-21
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3.2 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. **Background documents** –

- Report to Audit and Governance Committee on 30 October 2018 – Revised Planning Scheme of Delegation

6. **Appendices**

Appendix A	STN.351	Dispensation Scheme
Appendix B	POL.948	Confirmation of the Council Tax Base 2019/20
Appendix C	POL. 949	The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Appendix D	POL. 950	Homes England: Accelerated Construction Fund
Appendix E	POL. 951	Review of Governance Arrangements for Commercial Activity
Appendix F	POL. \$952	Shared Ownership Housing Development (Exempt)
Appendix G	POL. 963	Revenue Budget Monitoring Report Quarter 2 – 2018/19
Appendix H	POL. 964	Capital Budget Monitoring Report Quarter 2 – 2018/19

Appendix I	POL. 965	ICT Strategy
Appendix J	POL. 966	Digital Strategy
Appendix K	POL. 967	Grassington Village Action Plan
Appendix L	AC. 331	Revised Planning Scheme of Delegation
Appendix M	LIC. 217	Gambling Act 2005 – Statement of Principles 2018-21

STN.351

DISPENSATION SCHEME

The Solicitor to the Council (Monitoring Officer) submitted a report, which sought to review the Council's Dispensation Scheme.

The Committee emphasised the importance of ensuring that the Dispensation Scheme could be applied at short notice and that it was both open and accountable.

Recommended –

- (1) That the Solicitor to the Council (Monitoring Officer) be given delegated authority to grant dispensations on grounds (a) and (b) in consultation with an Independent Person.
- (2) That grounds (c) and (d) be referred to a Sub Committee in consultation with the Standards Committee, Independent Person.

POL.948 **CONFIRMATION OF THE COUNCIL TAX BASE – 2019/20**

The Chief Finance Officer submitted a report seeking approval of the Council Tax Base for the 2019/20 financial year. The Committee was advised that the formula used to calculate the base was complex requiring forward projections of a number of key variables such as new builds, demolitions and council tax discounts and exemptions. The Chief Finance Officer circulated a revised Appendix A at the meeting.

For every £1 of Council Tax levied, the tax base, as proposed, would enable the Authority to meet £22,525 of expenditure in 2019/20 compared with £22,455 in 2018/19.

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 2019/20 financial year is set at 22,525.
- (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 the revised Appendix A to the report now submitted.

POL.949

THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018

The Director of Services submitted a report asking Members to consider adopting the new Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 including new fees and charges for licensing of different types of animal businesses. The new regulations meant there would be one generic licence which would contain both general and activity specific conditions. Authorities would have the opportunity to increase their enforcement of the regulations thereby promoting and encouraging higher welfare standards.

Recommended –

- (1) That the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 are adopted.
- (2) That the proposed fees and charges as set out in the Appendix to the report now submitted are approved.

POL.950

HOMES ENGLAND: ACCELERATED CONSTRUCTION FUND

The Director of Services presented a report requesting Members accept the offer of a grant awarded to the Council from the Accelerated Construction Fund. The fund was designed to help local authorities overcome barriers to developing their own land and it offered tailor made solutions to housing delivery, aiming to deliver up to 15,000 starts nationwide on surplus, public sector landholdings.

The Council's bid was to help with capacity building and infrastructure costs at Horse Close, Skipton, including the construction and adoption of a new bridge over the canal at Cawder Road. The Accelerated Construction Fund's award was £2,376,394 and followed Home England's technical appraisals and due diligence. The award was a grant not a loan and should the transfer value of the land exceed the estimated 'clean site' land value of £2,250,000, Homes England would claw back up to 96% of any surplus up to the level of the grant.

In accepting the grant, the Council would be able to speed up the delivery of its land at Horse Close for housing and deliver a number of benefits including effective and efficient use of Council assets to provide much needed housing, including affordable housing, for Craven communities.

Recommended –

- (1) That the Accelerated Construction Fund grant offer of £2,376,394 for remediation and infrastructure works to release land at Horse Close, Skipton for housing development is accepted.
- (2) That delegated authority is given to the Director of Services in discussion with the Monitoring Officer to enter into negotiation and contract with Homes England to secure the grant offer.
- (3) That, the Chief Executive is authorised in consultation with the Leader and Deputy Leader to make arrangements to deliver the infrastructure works.
- (4) That, a report is brought to Policy Committee during the first quarter of 2019 setting out a proposed development scheme and financial appraisal.

POL.951

**REVIEW OF GOVERNANCE ARRANGEMENTS FOR
COMMERCIAL ACTIVITY**

The Solicitor to the Council (Monitoring Officer) submitted a report proposing an amendment to the Scheme of Delegation to Officers. In order to ensure timely decisions could be made where acquisition opportunities for commercial activities presented themselves.

In January 2016, a report to Policy Committee had asked Members to consider delegating authority to the Chief Executive but after much debate, the Committee resolved that all decisions to acquire assets were brought to a meeting of the Policy Committee.

However, during a recent Peer Review, it was reported that decision making amongst officers and politicians was slow, frustrating and burdensome, hampering the Council's ability to be agile, particularly around the commercial agenda should vendors require swift action/decision.

Members noted that the Council operated a modernised committee system, limiting the options to delegation to officers or approval by Committee (Council) and wanted reassurance that steps would be taken to obtain the views of local ward members and Group Leaders before the Chief Executive consulted with the Leader, Deputy Leader and the two Lead Members and a decision was made.

Recommended –

- (1) That the report is noted.
- (2) That the Scheme of Delegation to Officers is amended to include the following authority:

“Subject to consultation with the Leader and Deputy Leader of the Council; the Lead Member for Financial Resilience and Enterprising Craven and also the Chief Financial Officer, the Chief Executive is authorised to agree commercial acquisitions up to a monetary value of £3 million. Such decisions to be reported to the next meeting of the Policy Committee.”

THIS ITEM IS NOT FOR PUBLICATION

POL.963

**REVENUE BUDGET MONITORING REPORT QUARTER 2 –
2018/19**

The Chief Finance Officer (S151 Officer) submitted a report which sought to inform the Committee on the revenue budget position of the Council based on the Quarter 2 review of income and expenditure to the end of September 2018.

Recommended –

- a) That the Revenue Budget position as at 30 September 2018 is noted.
- b) That the £9k of savings achieved this quarter (identified as green in Appendix B to the report) is noted and that these savings will be transferred to an earmarked reserve for support to the 2019/20 budget and beyond.
- c) That the Council's Long Term Financial Strategy be amended to take account of the 'Green' savings in 2019/20 and beyond where these are not currently allowed for in the Budget.
- d) That the supplementary estimate of £85k from the Planning Reserve, to fund the External Service costs associated with the Local Plan is approved.
- e) That the transfer of a proportion of the current balance of the revenue budget surplus to earmarked reserves is approved. The allocations to be delegated to the Chief Finance Officer (S151 Officer).

POL.964 **CAPITAL BUDGET MONITORING REPORT QUARTER 2 –**
2018/19

The Chief Finance Officer (S151 Officer) submitted a report which sought to inform the Committee on the capital budget position of the Council based on the Quarter 2 review of income and expenditure to the end of September 2018.

Recommended –

- a) That the Capital Budget position as at 30 September 2018 is noted.
- b) That the virement of funds equalling £7k to the Car Parking Machine Project, to fund the replacement card hardware so they comply with the latest unforeseen changes to Banking regulations is approved. It is to be funded from the Car Park Maintenance Project.
- c) That the 2018/19 Capital Programme and the proposed funding – including the Supplementary Estimates for new projects agreed in Quarter 2 is noted.

POL.965

ICT STRATEGY

The Chief Information Officer submitted a report which sought approval of the Council's ICT Strategy.

The Committee asked to place on record its thanks to the ICT service for the ongoing help and support that it provided to Elected Members.

Recommended – That the ICT Strategy along with the approach and standards defined in Appendix A to the report is noted.

POL.966

DIGITAL STRATEGY

The Chief Information Officer submitted a report which sought approval of the Council's Digital Strategy.

An amendment to the mission statement was proposed to read as follows:

“To create a digitally enabling culture in order to provide an excellent customer experience.”

Recommended – That subject to the above amendment to the mission statement the Digital Strategy along with the approach and standards defined in Appendix A to the report is noted.

POL.967

GRASSINGTON VILLAGE ACTION PLAN

(Councillor Dawson took the role of Chairman for this item as Councillor Foster had declared an interest and left the meeting.)

The Strategic Manager for Planning and Regeneration submitted a report which highlighted the work of Grassington Forum to improve the long term economic success of Grassington and the Council's role in supporting key projects. In addition, to reallocate funding from the Threshfield Quarry Public Art Project to help deliver the Grassington Village Action Plan.

Recommended –

- a) That the projects identified to improve the economic performance of Grassington village are noted.
- b) That £22,000 is re-allocated from the Threshfield Quarry Public Art project towards the delivery of the Grassington Village Action Plan.
- c) That the Director of Services is given delegated authority in consultation with the Lead Members for Enterprising Craven and the Ward Members for Grassington and Upper Wharfedale and Barden Fell to agree how the monies are assigned.

AC.331

REVISED PLANNING SCHEME OF DELEGATION

The Solicitor to the Council and Monitoring Officer submitted a report which invited the Committee to consider revisions to the Planning Scheme of Delegation, subject to reference to Full Council for final approval.

The Democratic Services Manager advised that the Planning Committee had initially considered the Revised Planning Scheme of Delegation at its meeting on 29 August 2018. A further report had been submitted to Planning Committee on 24 September 2018, to approve an amendment to the Revised Scheme in relation to Ward Member Referrals. It was advised that as part of the approval process, the Council's Constitution included a requirement that the Revised Scheme was presented to Audit and Governance Committee before reference to Full Council for final approval.

The key areas of discussion were:

- Clarification sought regarding the timescale for Parish Councils to respond to planning applications. The Planning Manager advised that there was a 21 day notification period for Parish Councils to respond. It was acknowledged that there may be occasions when Parish Councils met outside of the notification period. Parish Councils were urged to contact Planning Services if they anticipated an issue with submitting a response.
- Confirmation that Parish Councils were to be notified about the Revised Scheme once it had been approved by Full Council.
- Departure applications and the role of Ward Members in highlighting issues with the Case Officer.

Members were advised there was an opportunity for further consideration and debate of the Revised Scheme at the December Council meeting.

Recommended – That the Committee approves the revised Planning Scheme of Delegation, subject to reference to Full Council for final approval.

(Councillor Brown wished it to be recorded that he abstained from the vote)

LIC.217 **GAMBLING ACT 2005 – STATEMENT OF PRINCIPLES 2018-2021**

The Licensing Manager submitted a report following a review of the Statement of Principles as required by the Gambling Act 2005. The revised Statement of Principles had been made more robust to further protect vulnerable people and had taken into account revised Gambling Commission licence conditions and codes of practice.

The consultation exercise resulted in one response from the Association of British Bookmakers. The Licensing Manager acknowledged that some of the points they had made regarding best practice in relation to checklists and other matters would be considered with a view to improving administrative procedures but she did not deem it necessary to amend the draft Statement of Principles 2018-2021 as submitted.

Recommended – That the Gambling Statement of Principles is adopted.

COUNCIL MEETING

18 DECEMBER 2018

Calendar of Meetings 2019/20



Report of the Democratic Services Manager

Ward(s) affected: Not applicable.

1. **Purpose of Report** – To present the draft Calendar of Meetings for 2019/20 for consideration and adoption.
2. **Recommendations**
 - 2.1 That, subject to any changes made at this meeting, the proposed Calendar for 2019-20, as appended to this report, is approved as the final calendar for 2019-20.
 - 2.2 That at their first meetings in the new municipal year, Committees and Sub-Committees agree the start time for their meetings for the remainder of the year.
3. **Report**
 - 3.1 Each year, Council approves a Calendar of Meetings for the new municipal year. Historically a draft Calendar has been presented to, and provisionally approved by Council in February, with adoption of the final calendar taking place in either late April or at the Annual Meeting of Council in May. This approach remains open to Council for the coming year, but early adoption of the final calendar at this meeting would enable clarity for all concerned, Members, officers and outside bodies. Whilst ordinarily room availability for evening meetings isn't a problem, there is increasing pressure on day time room availability at Belle Vue Square, with rooms being booked some considerable time in advance which can impact on, for example, the Planning Committee.

The draft Calendar for 2019/20 attached as the Appendix to this report is based on the format for the current and previous years.

- 3.2 With the exception of where it would clash with a Bank Holiday Monday or the Kilnsey Show in August, meetings of the Planning Committee have traditionally been held on Monday afternoon. Retaining Monday as the day on which Planning Committee normal sits clearly remains open to Council as the process would continue as it has done so for many years, but Council is asked to consider adopting Tuesday as the normal meeting day, or trialling the switch for the 2019/20 municipal year. As indicated, retaining Monday as the normal meeting day is still an option, indeed because of some room bookings already made the Committee would still sit on three Monday's in the year if the appended calendar is adopted, but the proposed change would assist with meeting management and preparation, enabling officers to deal with any issues or process any information received over the weekend relevant to the meeting and applications to be determined at Committee and / or in the case of Planning Officers to their general case load in a timely manner. This becomes more relevant on those occasions where the relevant officers are engaged on site visits on the morning of the meeting. Introducing a five week gap, as opposed to the usual

four week gap, after the Committee's December meeting would mean, the Committee could then continue on a four weekly cycle without clashing with meetings of the Yorkshire Dales National Park Authority and Planning Committee. It also allows more time for case officer reports to be finalised bearing in mind the Christmas closure period.

3.3 In considering the draft Calendar, Members are asked to note the following points:

- A reserve date, as in previous years, is provided for the Council Tax setting meeting in February.
- Similarly a reserve date has been provided for the Audit and Governance Committee in July to cover the possibility of a delay in presentation of the Statement of Accounts. Under Accounts and Audit Regulations the Council is required to approve its Statement of Accounts by 31st July.
- Dates have been provided for use, if required, and if the relevant timings fit for meetings of the Licensing and Appeals Sub-Committee.
- There are a total of 11 Select Committee meetings listed within the Calendar which may appear excessive, but two of those meetings are for the Crime and Disorder Committee; also as in the current and previous years it's more than likely that some of these dates will be used for meetings of working groups appointed by the Select Committee.

3.4 In recent years Council has authorised Committees and Sub-Committees, at their first meetings in the new municipal year, to set the start time for their meetings for the remainder of the year. The draft Calendar appended to this report shows the start times for the current municipal year.

4.1 **Implications**

4.2 **Financial Implications** – No direct financial implications as a result of this report, although the number of meetings held will have a bearing in terms of the costs associated with servicing, attendance etc.

4.3 **Legal Implications** – None associated with this report.

4.4 **Contribution to Corporate Priorities** – Not applicable.

4.5 **Risk Management** – Not applicable.

4.6 **Equality Analysis** – All meetings are held in venues which are accessible. Adoption of the draft Calendar is not considered to have the potential to cause a negative impact or discriminate against different groups in the community within the meaning of the Equalities Act 2010.

5. **Consultation with Others** – Members of Council Leadership Team, Solicitor to the Council and Planning Manager

6. **Access to Information: Background Documents** – None

7. **Author of the Report** – Chris Waterhouse, Committee Officer. Telephone 01756 706235. E-mail cwaterhouse@cravendc.gov.uk

8. **Appendices** – Draft Calendar of Meetings 2019/20.

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Craven District Council Calendar of Meetings 2019-2020

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
May			1	2 Elecs	3	6 Bank Hol	7 PIng 1.30	8	9	10	13 Sel 6.30	14	15 Las	16	17	20	21 Ann CL 7	22	23	24	27 Bank Hol	28	29	30	31	
Jun	3 PIng 1.30	4	5 Selec 6.30	6	7	10	11 Lic 6.30	12	13	14	17	18 Pol 6.30	19	20	21	24	25 Audit 6.30	26 Selec C+D 6.30	27 Las	28						
Jul	1 PIng 1.30	2	3 Stn 6.30	4	5	8	9	10	11	12	15	16	17 Selec 6.30	18 Las	19	22	23 Pol 6.30	24	25	26	29 Audit Accs 6.30	30 PIng 1.30	31 Audit Accs Res'v			
Aug					1	2	5	6 CL 7	7	8 Las	9	12	13	14	15	16	19	20	21	22	23	26 Bank Hol	27 PIng 1.30	28	29	30
Sep	2	3	4	5 Las	6	9	10	11 Selec 6.30	12	13	16	17 Pol 6.30	18	19	20	23	24 PIng 1.30	25 Par Liais 6.30	26	27	30					
Oct	1 Lic 6.30		2	3	4	7	8 CL 7	9	10	11	14	15	16 Selec 6.30	17 Las	18	21 Audit 6.30	22 PIng 1.30	23	24	25	28	29 Pol 6.30	30	31		
Nov					1	4	5	6 Stn 6.30	7	8	11	12	13	14 Las	15	18	19 PIng 1.30	20 Selec 6.30	21	22	25	26	27	28	29	
Dec	2	3 Pol 6.30	4	5	6	9	10	11 Selec C+D 6.30	12 Las	13	16	17 PIng 1.30	18 CL 7	19	20	23	24 Xmas Eve	25 Xmas Day	26 Box'g Day	27	30	31				
Jan			1 New Year's Day		3	6	7 Lic 6.30	8	9	10	13	14 Pol 6.30	15 Selec 6.30	16 Las	17	20	21 PIng 1.30	22 Stn 6.30	23 Budg Bfg 6.30	24	27	28 Audit 6.30	29	30	31	
Feb	3	4 Pol Budgt 6.30	5	6	7	10	11 Budgt Res'v 6.30	12	13 Las	14	17	18 PIng 1.30	19 Selec 6.30	20	21	24	25 CL Tax Mtg 7	26	27 CL Res'v 7	28						
Mar	2	3 Pol 6.30	4	5	6	9	10	11 Stn 6.30	12	13	16 PIng 1.30	17	18 Selec 6.30	19 Las	20	23	24	25 Par Lias' 6.30	26	27	30	31 Pol 6.30				
Apr			1	2	3	6	7 Lic 6.30	8	9	10 Good Fri	13 Easter Mon	14 PIng 1.30	15 Selec 6.30	16	17	20	21 Audit 6.30	22	23 Las	24	27	28 CL 7	29	30		
May					1	4 Bank Hol	5	6	7 Elecs	8	11	12 PIng 1.30	13 Las	14 Sel	15	18	19 Ann CL 7	20	21	22	25 Bank Hol	26	27	28	29	

Audit	Audit and Governance Committee	PIng	Planning Committee	Sel	Selection
CI	Council Meeting	Pol	Policy Committee	Stn	Standards Committee
Lic	Licensing Committee	Selec	Select (Scrutiny) Committee	Trng	Training Session or Seminar
Las	Licensing and Appeals Sub-Committee	Selec C+D	Select Crime and Disorder Committee		