

POLICY COMMITTEE

6.30pm on Tuesday 5th March 2019

Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Myers, Place, Rose and Welch.

Substitutes : Conservatives – Councillors Graham, Thompson and Whitaker;
Independents – Councillors Pighills, Solloway and Shuttleworth; Labour – Councillor Mercer.

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 Items \$13, \$14 and \$15 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 5 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 5th February 2019.
3. **Public Participation** - In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “**disclosable pecuniary interest**” under Appendix A to the Council's Code of Conduct, or “**other interests**” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Revenue Budget Monitoring Q3 2018/19** – Report of the Chief Finance Officer.

Purpose of Report – To advise Members of the revenue budget position of the Council based on the quarter 3 review of income and expenditure to the end of December 2018.

6. **Capital Programme Monitoring Q3 2018/19** – Report of the Chief Finance Officer.

Purpose of Report – To inform Members of the Council's capital programme position based on the quarter 3 review of income and expenditure to the end of December 2018.

7. **Performance Monitoring Q3 2018/19** - Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's Performance Monitoring Report for Quarter 3 2018/2019 in accordance with arrangements set out in the Council's Performance Management Framework.

8. **Attracting Younger People to Craven Action Plan** - Report of the Strategic Manager for Planning and Regeneration. Attached

Purpose of Report – To introduce the action plan for the Attracting Younger People Programme and agree that Craven District Council makes a financial contribution to delivering aspects of the action plan.

9. **Potential Tour de Yorkshire 2020 Start in Skipton** – Report of the Chief Executive. Attached.

Purpose of Report – To ask Members to consider putting Skipton forward as a potential host location for the 2020 Tour de Yorkshire (TdY).

10. **Introduction of Electric Vehicle Charging Points** – Report of the Director of Services. Attached.

Purpose of Report – To provide Members with an update on the issue of electric vehicle charging points and the procurement of services, for the installation and management (including financial implications and locations) of the charging points.

11. **Parking Places Order Amendment – Abandoned Vehicles** – Report of the Director of Services. Attached.

Purpose of Report – To request Members approve an amendment to the Parking Places Order to provide clarity and thereby strengthen the ability of the Council in dealing with abandoned vehicles on the Council's car parks.

12. **Community Housing Fund - Update** – Report of the Director of Services.

Purpose of Report – The report reviews expenditure of the Government's Community Housing Fund allocation to Craven District Council and updates Members on the progress of specific community led housing schemes across Craven which have benefited from this funding.

ITEMS CONSIDERED EXEMPT FROM DISCLOSURE

\$13. Future High Street Fund (Skipton) – Report of the Strategic Manager for Planning and Regeneration.

Purpose of Report - To propose the submission of a Future High Street Funding application for Skipton and seek agreement of the key themes related to the funding bid.

\$14. Joint Venture – Development of Land at Airedale Avenue, Skipton – Report of the Director of Services and Solicitor to the Council and Monitoring Officer. Attached.

Purpose of Report – To approve the outline business case for the development of Council owned land at Airedale Avenue, Skipton and seek approval to proceed to the next phase of the development.

- \$15. Joint Venture Development - Land at Back Gate, Ingleton** – Report of the Director of Services and Solicitor to the Council and Monitoring Officer. Attached.

Purpose of Report – To approve the outline business case for the development of Council owned land at Back Gate, Ingleton and seek approval to proceed to the next phase of the development.

- 16. Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.
- 17. Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

Agenda Contact Officer: Vicky Davies, Committee Administrator
Tel: 01756 706486, Email: committees@cravendc.gov.uk
25th February 2019

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

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Emergency Evacuation Procedure - In case of an emergency or if the alarm sounds, leave the committee room and exit the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

POLICY COMMITTEE

5th February 2019

Present – The Chairman (Foster) and Councillors Brockbank, Dawson, Heseltine, Ireton, Lis, Madeley, Mulligan, Myers, Place, Rose and Welch.

Also in attendance – Councillor Hull

Officers – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Accountancy Services Manager, Human Resources Manager and Committee Administrator.

Apologies for absence were received from Councillors Barrett, Jaquin and Morrell.

Start: 6.30pm

Finish: 7.20pm

Councillors Madeley and Myers left the meeting at 6:48pm.

The minutes of the Policy Committee meeting held on 15th January 2019 were confirmed as a correct record and signed by the Chairman.

Minutes for Decision

POL.974

PREPARATION OF GROWTH STRATEGY FOR SKIPTON RAILWAY STATION AND ADJACENT AREAS

The Strategic Manager for Planning and Regeneration submitted a report presenting Members with the proposed scope and outputs for the preparations of a growth strategy and masterplan for Skipton Railway Station and adjacent areas.

In June 2017, the Council had been awarded £5m from the York, North Yorkshire and East Riding Local Enterprise Partnership to deliver a scheme known as the Skipton Employment and Housing Growth project. The scheme included the preparation of a masterplan focussing on the re-development of the area surrounding the Railway Station which provided a mix of housing and commercial space.

An essential element of the brief for the preparation of the masterplan would be to ensure extensive engagement and consultation with the public and stakeholders. A multi-disciplinary team would be required, bringing together proven expertise to lead the debate and consultation, with all aspects undertaken in agreement with the Council. A joint working group including the Council, key stakeholders and the masterplanners would be created. North Yorkshire County Council (transport and development) and Network Rail have indicated their willingness to be involved in the process.

Masterplanners would be appointed in accordance with the Council's Contract Procedure Rules and the Masterplan would be developed and consulted upon in accordance with the Town and Country (Local Planning) (England) Regulations 2012 before being considered by the Council for adoption.

During the debate Members welcomed the initiative and it was seen as an exciting opportunity to transform the area surrounding Skipton Railway Station, stimulate economic growth and provide employment and recreational opportunities.

RECOMMENDED – (1) That, the objectives for the preparation of a masterplan for the future development of Skipton Railway Station and adjacent area(s) are approved.

(2) That, the study area for the masterplan as detailed in Section 4.2 of the report now submitted, is approved.

(3) That, the key outputs and deliverables for the masterplan as outlined in Section 4.3 of the report now submitted, are approved.

(4) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Enterprising Craven, to agree any changes to the study area and key deliverables for the preparation of the masterplan.

(5) That, permission is given for an allocation of £250,000 to be included in the Council's revenue budget for the 2019/20 financial year and this to be funded from the Local Growth Deal (round 3) monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership.

(Councillor Heseltine declared an interest in the above matter under Appendix B of the Council's Code of Conduct as he was a Trustee of the Coulthurst Sandylands Trust.)

POL.975

PAY POLICY STATEMENT 2019-2020

The Human Resources Manager submitted a report seeking approval to implement a 2019/2020 Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The statement articulated the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees. The relevant provisions in the Act ensured increased accountability, transparency and fairness in the setting of pay and the statement would be published on the Council's website and considered annually by full Council.

RECOMMENDED – That, approval is given to implement the 2019/20 Pay Policy Statement as set out in Appendix A to the report now submitted.

POL.976

COUNCIL PLAN 2019-2020

The Chief Finance Officer submitted a report presenting the Council Plan 2019-2020 for approval. The plan set out the Council's agenda for improving service delivery to Craven's communities and organisational change. The plan focussed on the Council's top priorities for improvement and set out the Council's vision for the next municipal year although it contained projects which would be delivered post 2020. The plan also detailed the actions and projects to be provided by the Council against the priorities in improving service delivery.

Members were informed that the Council Plan as submitted was only for 2019/20 and a new Plan for 2020 and beyond would be developed over the coming months to shape the Council's vision and longer term priorities.

RECOMMENDED – That, the Council Plan 2019/20 is approved and delegated authority is given to the Chief Executive to:

- a) make minor amendments including the revision of delivery mechanisms and amend timescales for delivery as necessary;
- b) Agree performance indicators and associated targets that will be used to measure progress against the achievement of the priorities and objectives set out in the Plan.

POL.977

CAPITAL PROGRAMME 2019-2020

The Chief Finance Officer submitted a report seeking approval for the 2019/20 – 2022/23 capital programme, subject to there being sufficient capital resources.

Following a bidding process, the total capital expenditure of £1,719m proposed for 2019/20 included plant and equipment replacement programme, disabled facilities grants, shared ownership housing and IT replacements and improvements.

- RECOMMENDED** – (1) That, £44,000 of continuing projects from the 2018/19 – 2020/21 programme is noted and no slippage is confirmed at this stage.
- (2) That, the new capital programme projects of £1,127,550 are approved.
- (3) That, a total capital programme for 2019/20 of £1,763,248 is approved.
- (4) That, the final allocation of funding for the 2019/20 capital programme is confirmed once the outturn position of the 2018/19 revenue budget is finalised.

POL.978

**REVENUE BUDGET 2019/20 AND MEDIUM TERM
FINANCIAL PLAN 2019/20 TO 2021/22**

The Chief Finance Officer submitted a report identifying a fully funded budget for 2019/20 together with recommending a prudent level of general fund reserve balances for the financial year. The report also outlined the medium term financial plan (MTFP) to 2021/22.

As the final settlement had not been confirmed, the 2019/20 budget was based on the draft grant settlement announcement in December 2018. Little change to the figures was expected. As part of that announcement, the Secretary of State for Communities and Local Government gave permission for Council's in 2019/20 to increase their Council Tax by 2.99%, without triggering a referendum or £5 whichever was the greater. A £5 increase gave Craven a Council Tax of £172.21 at band D.

In accordance with Section 25 of the Local Government Act 2003, the Chief Finance Officer made a specific personal statement that the revenue budget as now submitted, was robust and would deliver a balanced budget in 2019/20.

During the debate, Members thanked the Chief Finance Officer and her team for all their hard work in producing a balanced budget.

- RECOMMENDED** – (1) That, the revenue budget assumptions, as detailed within the Chief Finance Officer's report are noted.
- (2) That, the revenue budget for 2019/20 of £6,735,044 set out in Appendix A to the report now submitted is approved.
- (3) That, the schedule of growth bids of £67,250 as identified in Appendix C to the report now submitted are approved.
- (4) That, the savings of £21,780 as identified in Appendix D to the report now submitted are approved.
- (5) That, a contribution from the New Homes Bonus Reserve of £50,000 is made to support the 2019/20 budget, in addition to £198,400 for approved projects, giving a total of £248,400.
- (6) That, the assessment of the robustness of the budget and adequacy of reserves in Paragraph 10 and Appendix F of the report now submitted, is approved.
- (7) That, the estimated sum of £995,000 as identified as the General Fund Balance as at 31st March 2018 in Paragraph 10 and Appendix F of the report now submitted, is approved.

(8) That, the Council Tax is increased at Band D by £5 to £172.21.

(9) That, the revenue budget incorporates the net contributions to/(from) earmarked reserves as detailed in tables 1 and 2 , Paragraph 4.8, Appendix A and Appendix F (annex 1).

(10) (a) That, as part of the budget setting report to Council, an update is provided on the estimated Craven District Council allocation of retained business rates North and West Yorkshire pilot; and

(b) That, any significant variance to the figures included within the budget report proposals are adjusted through contributions (to)/from the business rates equalisation reserve.

(11) That, should additional resources be available through the retained business rates scheme, a matching contribution to the business rates contingency reserve is made to mitigate against future uncertainties.

(12) That, the Section 25 report on the robustness of the budget contained within Section 10 of the report and Appendix F to the report now submitted, is noted.

(13) That, the funding sources identified in the report and Appendix A now submitted are approved:

		£'000
a)	Revenue Support Grant	0
b)	Rural Services Grant	280
c)	Housing Grant	46
d)	New Homes Bonus	516
e)	Retained Business Rates	1,893
f)	Business Rates Collection Fund (Deficit)	(103)
g)	Council Tax Collection Fund Surplus	96
h)	Council Tax	3,879
i)	Contribution from General Fund Balance	0
j)	Contributions (to)/from Earmarked Reserves	128
	Total Funding	6,735

POL.979

2019/20 TREASURY MANAGEMENT STRATEGY
STATEMENT, MINIMUM REVENUE PROVISION
STATEMENT AND ANNUAL INVESTMENT STRATEGY

The Chief Finance Officer submitted a report presenting for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Statement, Prudential Indicators and the Annual Investment Strategy for 2019/20 as required by the Department of Communities and Local Government and CIPFA.

The Council was required to operate a balanced budget and part of treasury management was to ensure that cash flow was adequately planned with cash being available when needed. Surplus monies were invested in low risk counterparties with security of capital and liquidity of funds being considered before investment return. The counterparty lending limits enabled the Council to take full advantage of investment opportunities whilst maintaining a sufficient level of security of capital.

The strategy ensured that the required funding sources would be available to support the Council's capital spending plans and longer term cash flow planning was necessary to ensure capital spending obligations were met.

The strategy also determined the limits to borrowing and investments that officers would apply over the next 12 months in order to ensure the Council's capital investment plans were affordable, prudent and sustainable.

Members were advised that changes to the CIPFA Prudential and Treasury Management Codes requires all local authorities to prepare an additional capital strategy report to ensure that all elected members fully understood the overall long-term policy objectives and resultant capital strategy requirements, governance procedures and risk appetite.

RECOMMENDED – (1) That, the operational boundary for 2019/20 is set at £10.5m.

(2) That, the authorised limits for 2019/20 is set at £12.75m.

(3) That, delegated authority is given to the Chief Finance Officer (S.151 Officer) to effect movement within the agreed operational boundary and authorised limits for long-term borrowing for 2019/20 onwards.

(4) That, the Treasury Management Strategy Statement 2019/20 incorporating the Minimum Revenue Position Policy Statement and the Annual Investment Strategy is approved.

(5) That, the Prudential Indicators for 2019/20, which reflect that the capital expenditure plans are affordable, prudent and sustainable, are approved.

POL.980

CRAVEN DISTRICT COUNCIL CAPITAL STRATEGY 2019 - 2023

The Chief Finance Officer submitted a report presenting for approval a Capital Strategy that was intended to give a high level overview of how capital expenditure and financing plans are decided upon and how they contributed to the delivery of the Council Plan Long Term Financial Strategy, Medium Term Financial Plan and overall delivery of services.

The Strategy would be refreshed on an annual basis to enable it to remain totally consistent with the Council Plan which was set periodically and refreshed in the intervening years. The Strategy gave a framework for budget considerations for the next four years and gave an indication of the likely factors that would have an impact on the budget setting process.

RECOMMENDED – That, the Capital Strategy 2019/2023 is approved and that it will be refreshed on an annual basis alongside the Treasury Management and Investment Strategies.

Chairman

Policy Committee – 5th March 2019

REVENUE BUDGET MONITORING REPORT - QUARTER 3 2018/2019



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 3 review of income and expenditure to the end of December 2018.

2. Recommendations

- 2.1 Members to note the Revenue Budget position as at 31st December 2018.
- 2.2 Members note the £18k of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2019/20 budget and beyond.
- 2.3 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.
- 2.5 Members approve the Supplementary Estimate for £50k to continue to fund the work associated with the latter stages of the Local Plan.
- 2.6 Members approve the transfer of a proportion of the current balance of the revenue budget surplus to earmarked reserves. The allocations to be delegated to the Chief Finance Officer (S151 Officer).

3. Background Information

- 3.1 On 6th February 2018 the Council approved its Net Revenue Budget at £6,788.689 for 2018/19. This was subsequently increased by 2017/18 revenue budget slippage amounting to £21k and capital programme slippage of £621k.
- 3.2 The budget included:
- A contribution of £4k to Parishes to assist them with the impact of the localisation of council tax.
 - A contribution of £98k from previous years Council Tax Collection Fund

surpluses.

- A contribution of £20k to the Business Rates Collection Fund Deficits
- New Homes Bonus Grant of £513k
- Net Contributions from Earmarked Reserves of £431k
- A corporate contingency of £75k.

4. Quarter 3 Financial Performance – Revenue Budget

- 4.1 Based on the December Budget Monitoring exercise the Council's performance against budget is a forecasted underspend of £123k for the financial year. However, the volatility of the Council's income streams, highlighted in section 4.12 of this report, could mean that any reduction in the estimated income could reduce the surplus to a deficit.
- 4.2 Projected financial performance at the end of Q3 is summarised in Table 1 below and shown in detail at Appendix A.
- 4.3 Service Related Costs:
Services are currently showing a projected favourable variance of £115k, this includes the £18k identified green on the income and savings plan. Details of the variances are set out in Appendices A2 to A4. The main factors giving rise to the variances are set out below, summarising the Salary costs as a whole and then other variances under each priority heading.
- 4.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 38% of Budgeted Revenue expenditure. Based on Quarter 3 performance, net forecasted underspend in staffing costs are £121k. This consists of salary cost underspend equal to £551k, in all services, being offset by spending on Agency staff usage, in some services, of £430k.
- 4.5 Over the last few years there has been increased agency and contract staff use, which has been required to fill some of the positions. The use of Agency staff is needed as a temporary measure to cover vacancies in the short term while recruitment takes place, provide additional resilience to services for a short period or for use on non permanent roles for specific projects. They are also used to bridge skills gaps of those not possessed in house. There are a number of recruitments taking place across services and this figure will be reviewed again in the final quarter of the year. The council carries a vacancy factor of £70k to be offset by such savings. Appendix C shows the detailed breakdown of the Services using Agency staff and in those services salary costs.
- 4.6 Some of the Savings presented with the Salaries are attributed to the employment of Trainees or Modern Apprentices, fulfilling the substantive of a vacancy. The Council is currently part of the Modern Apprentice Scheme and as such has access to Government funding to contribute towards the training of these staff members. There are currently 10 trainee or Modern Apprentice employees across Council Services, these include Planning, Finance, Information Services and The Business Support Service employs a Pool of Modern Apprentices that can be utilised by other departments. The

employment of staff who are develop skills and knowledge as they contribute to the Service's team objectives, is essential to the succession planning of the Council.

4.7 Enterprising Craven:

- ✓ A receipt of unexpected Grant Funding from the DCLG for Housing Initiatives, Custom Builds and Brownfield Site register totalling circa £70k.
- ✓ Reduced operational cost of the Town Hall resulting from its closure for capital works.
- ✓ Increased income with the GIS and Street Naming department as a result of developments around the district.

4.8 Resilient Communities:

- ✓ Unexpected additional grant income totalling 50K. for Revenues & Benefits.
- X NNDR higher than budgeted for the High Street Car Park – due to significant reduction in the transitional rate relief in 18/19.
- ✓ Sponsorship from Friends of Airville Park brought forward from previous financial year of 39K.
- ✓ High increase of income for Trade Waste of 51K however this leads to increase in cost of expenditure.
- X Contributions of 34.5K to the Great Place Project increasing the Economic Development budget.
- ✓ Forecasted saving in the disposal fees within Recycling.

4.9 Financial Sustainability:

- X Equipment and Maintenance has been overspent on various properties, totalling circa £29k.

4.10 Corporate

At the end of the Quarter 3 the Corporate Costs outside the Net Cost of Service are forecasting as expected. The Investment Income is forecasted to achieve an outturn of £150k (£150k at Q2). This is due to there being more cash available to invest than originally forecast and the achievement of better rates than those anticipated.

4.11 The use of the Corporate Contingency Fund has been employed in supporting the Budget overspends in the first three quarters. £5k to Corporate Training, £8k to fund BID Levy costs, £10k to Assist with additional Waste Operations Manager costs and £2.5k to staffing with the Craven Revive Café. £15k has also be given towards the costs of the Local Plan.

4.12 Projected financial performance at the end of Q3 is summarised in Table 1 overleaf....

Table 1: Summary of Q3 Forecasted Outturn Position As At 31st December 2018

	Original Budget 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/ Overspend 2018/19 £	%	Paragraph ref.
Council Priority						
Enterprising Craven	470,625	588,766	575,853	(12,914)	2.19%	4.7
Resilient Communities	1,825,786	1,773,468	1,708,971	(64,497)	3.64%	4.8
Financial Sustainability	3,420,247	3,405,566	3,367,875	(37,691)	1.11%	4.9
Total Service Related Costs per Priority	5,716,658	5,767,800	5,652,699	(115,102)		
<u>Corporate Costs</u>						
Investment Income	(92,820)	(141,820)	(150,000)	(8,180)	5.77%	4.10
Interest Payable	255,710	255,710	255,710	0		
Minimum Revenue Provision	247,000	247,000	247,000	0		4.10
Revenue Funding of Capital Programme	583,140	1,203,737	1,203,737	0		
Support To Parishes	4,000	4,000	4,000	0		4.10
Corporate Contingency	75,000	34,368	34,368	0		4.11
Net Revenue Budget Before Contributions	6,788,688	7,370,795	7,247,514	(123,282)	1.67%	
Transfers to/from reserves, NHB & Grant	(1,355,820)	(1,937,927)	(1,937,927)	0		
Total Revenue Budget 2017/18	5,432,868	5,432,868	5,309,587	(123,282)	2.27%	
Amount to met by C. Tax & Business Rates	(5,432,869)	(5,432,869)	(5,432,869)	0		

4.13 Within Q3 there has been a further request for a supplementary estimate (recommended approval in this report, 2.5) to fund the costs associated with moving the Local Plan forward into its final stages and inspection. It is proposed to be funded from the Planning Reserve.

4.14 Income & Savings Plan –

The Council's financial pressures for its budgets will continue. The current estimate, based on the 2.99% rise in Council Tax, from the 2019/20 Medium Term Financial Plan (MTFP) is that expected savings or estimated additional income of £278k will be required in 2019/20. It predicts savings or income of £520k is required for 2020/21 and £629k for 2021/22. However, there is a risk

that this could increase. The Long Term Financial Strategy (LTFS) reflects this and forecasts by 2022/23 additional savings of £858k will be required.

- 4.15 Appendix B details the summary of the current Savings plan information at 31st December 2018. The target for 2018/19 is currently £300k. The projects that have been achieved by Q3 are shown in the green savings and total £30k. Of the £30k, £18k of Green savings achieved in Q3 are included in the £183k forecasted underspend and will be reflected in a revision to the budget ahead of the Quarter 4 monitoring and Outturn. Work is on-going to achieve the Amber and Red projects and also to identify projects to balance future year's budgets beyond 2019/20. These will be added to the plan as they are confirmed as suitable, affordable and achievable.
- 4.16 Main Risk Areas
The 2018/19 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings that have been built into the budget. These risks will continue in to 2019/20 and beyond. Further analysis of the risk areas which are varying is shown below.
- 4.17 Waste Collection:
The Original Budget for the Domestic Waste Collection was £708k. The current forecasted outturn is £796k; this is a variance of 12.43%. This is due to an increase in staffing costs and a vehicle still having to be sourced on a hire basis, until a replacement can be arranged. The replacement now due in the 2019/20 financial year.
- 4.18 Recycling – Disposal costs (incl. Garden Waste)
At the start of 2018/19 there was £426k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast remains at £415k, but this is based on estimates as recent invoices have not yet been received. The associated Recycling Credit income was originally budgeted at £430k, but is now forecasted to be £437k. The income is based on estimates from Q4 2017/18 data and Q1&2 2018/19 data.
- 4.19 Planning Application Fees
The Original Budgeted income for planning fees was £419k. The Budget Setting report indicated what the effects of adverse variances may be, up to 10%. The latest forecast for the Planning fees estimates it will achieve this target and if current income is maintained, may slightly exceed the target.
- 4.20 Skipton Town Hall
The original budget for Town Hall income was £150k. The current total forecast is £144k. With the closure of the Town Hall, it is important these income streams are monitored closely over the remaining months of the 2018/19 year. The Budget Setting report listed this risk as a high impact and fortunately these income streams are currently forecasting overachievement of the target.
- 4.21 Income Streams
Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2018/19 budget. At the end of December these were 3.5% ahead of target. The income streams which are

currently performing well are Car Parking income, Trade Waste and Garden Waste Subscription income. These income streams will be closely monitored as it is imperative that these continue in the last quarter of the year. Income streams were reviewed as part of the 2018/19 budget setting process and budgets adjusted based on the improved performance over the last few years.

- 4.22 Budget monitoring clinics are held with budget holders on a quarterly basis.
- 4.23 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 4.24 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix D.
- 4.25 Business Rates:
The Council is continuing its membership of the North Yorkshire Business Rates Pool in 2018/19.
- 4.26 The Council estimated that it would receive £1,600k from Business Rates in 2018/19. This is being monitored throughout the year in line with other budgets and the forecast at Q3 is still estimated to be £1,600k. It is assumed that any surpluses will be transferred into the Business Rates Reserve.
- 4.27 The Business Rates Contingency Reserve has a balance of £750k as at 1st April 2018. Utilisation of £100k in 2018/19 is budgeted for. This gives a balance of £650k at 31st March 2019.

5. Financial Position

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2018. It is expected that this balance will remain during 2018/19.
- 5.2 The Council's policy was to maintain the General Fund Balance at a prudent level. This is essential in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and to cover for day to day cash flow variances. Moreover, a robust level of reserves will help the Council mitigate against the risks of ongoing funding cuts. For 2018/19 this level was agreed as adequate. The current LTFS has assumed balance will be maintained.
- 5.3 The 2018/19 Revenue budget is not without pressures, and had a contingency of £75k. As part of the 2017/18 Budget Outturn and the Final Accounts process it was identified that an additional £100k be added to the Contingency fund for 2018/19.
- 5.4 The Council had £6,342k in earmarked reserves at 1 April 2018. Budgeted and in year Contributions of £553k, less £984k of budget utilisation in 18/19 and commitments for future year's use of £1,094k means an estimated balance at 31st March 2018 of £4,817k. The details are shown in table 2.

Table 2: Earmarked Reserves

Reserve	Opening Balance 1 Apr 18 £'000	Budgeted in Year Receipts (1) £'000	Budgeted in Year Utilisation (1) £'000	In Year & Future Year Commitment £'000	Available Balance 31 March 19 Onwards £'000
New Homes	2,192	431	(553)	(804)	1,266
Planning	475	-	-	(50)	425
Enabling Efficiencies	300	-	(19)	9	290
Vehicles	350	30	-	50	430
ICT	560	30	(157)	(96)	337
Buildings	360	52	(49)	-	363
Insurance	70	10	-	-	80
Business Rates Contingency	750	-	(100)	-	650
Future Year Budget Support	240	-	(99)	-	141
Contingency & Slippage	121	-	-	(121)	0
Elections Reserve	35	-	(7)	-	28
Partial Exemption Reserve	800	-	-	(82)	718
Other	89	-	-	-	89
Total Earmarked Reserves	6,342	553	(984)	(1,094)	4,817

(1) Contributions from and to are based on the Budget Set on 6th February 2018.

- 5.5 It is proposed that some of the Q3 Revenue Surplus be transferred to earmarked reserves. This is to be determined by the Chief Finance Officer, as per recommendation 2.6. As identified in the income and savings plan, £18k is to be allocated to the Enabling Efficiencies fund.

6. Summary

- 6.1 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year.
- 6.2 The General Fund Revenue Balance currently stands at £995k. This will assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government funding.
- 6.3 The Council had £6,342k in earmarked reserves at 1 April 2018. Budgeted and in year Contributions of £553k, less Utilisation in 18/19 or commitment for future year's use of £2,078k means an estimated balance at 31st March 2019 of £4,817k.

7. **Implications**

Financial and Value for Money Implications

- 7.1 All financial implications are contained in the body of the report.

Legal implications

- 7.2 None as a direct result of this report. The Council set a balanced budget for 2018/19, and going forward it is a further requirement that the budget is balanced.

Contribution to Council Priorities

- 7.3 The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

Risk Management

- 7.4 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop plans to mitigate against the phased reduction of Revenue Support Grant to nil by 2019/20.

Equality Impact Assessment

- 7.5 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

Consultations with Others

8. None

9. **Access to Information : Background Documents**

None

10. **Author of the Report**

James Hordern – Accountancy Services Manager
Telephone: 01756 706316
E-mail: JHordern@cravendc.gov.uk

11. **Appendices**

Appendix A – Revenue Budget - analysis of Expenditure and Forecasted Outturn by Council Priority / Cost Centre Group.
Appendix B – Income and Savings Plan.
Appendix C – Agency usage and Salary provision.
Appendix D – Car Parking Income Performance

Summary Report

Appendix Reference	Council Priority	Original Budget 2018/19 £	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overs pend 2018/19 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	470,625	118,141	588,766	575,853	(12,914)	2.19%	
A3	Resilient Communities	1,825,786	(52,318)	1,773,468	1,708,971	(64,497)	3.64%	
A4	Financial Sustainability	3,420,247	(14,681)	3,405,566	3,367,875	(37,691)	1.11%	
Total Service Related Costs		5,716,658	51,142	5,767,800	5,652,699	(115,102)		

Corporate Costs

Investment Income	(92,820)	(49,000)	(141,820)	(150,000)	(8,180)	5.77%	
Interest Payable	255,710	0	255,710	255,710	0	0.00%	
Minimum Revenue Provision	247,000	0	247,000	247,000	0	0.00%	
Revenue Funding of Capital Programme	583,140	620,597	1,203,737	1,203,737	0	0.00%	
Support To Parishes	4,000	0	4,000	4,000	0	0.00%	
Corporate Contingency	75,000	(40,632)	34,368	34,368	0	0.00%	£5k to Corpoarte Training and £8k to fund BID Levy costs. £10k to Assist with Waste Manager costs and £2.5k to staffing with the Craven Revive Café. £15k towards the costs of the Local Plan
Net Revenue Budget Before Contributions	6,788,688	582,107	7,370,795	7,247,514	(123,282)	1.67%	
Transfers to/from reserves, NHB & Grant	(1,355,820)	(582,107)	(1,937,927)	(1,937,927)	0	0.00%	
Total Revenue Budget 2017/18	5,432,868	0	5,432,868	5,309,587	(123,282)	2.27%	
Amount to met by C. Tax & Business Rates	(5,432,869)	0	(5,432,869)	(5,432,869)	0		

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overspend 2018/19 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	284	(3,725)	(3,441)	(3,412)	29	0.84%	Reduction in salaries due to staff leaving.
Liquor Licencing	(28,812)	(3,725)	(32,537)	(34,256)	(1,719)	5.28%	Reduction in salaries due to staff leaving.
Street Signs & GIS	51,514	(25,000)	26,514	25,029	(1,485)	5.60%	
Historic Buildings	3,000	0	3,000	7,057	4,057	135.23%	Increase in external services
Building Control - Non Fee Earning	37,612	0	37,612	37,356	(256)	0.68%	
Building Control - Fee Earning	(48,938)	7,262	(41,676)	(38,704)	2,971	7.13%	£15k reduction in income.
Local Plan	197,371	150,000	347,371	351,298	3,927	1.13%	
Local Land Charges	(83,888)	0	(83,888)	(91,054)	(7,166)	8.54%	
Development Control	94,832	(7,262)	87,570	167,354	79,785	91.11%	£99k overspend in agency staff only partially set off by a £51k saving in salaries & related
Planning (Service unit)	0	0	0	(66,294)	(66,294)		£70k DCLG grant given for Self- & Custom-build Housing initiatives and Brownfield Site Register Grant
Total Cultural Services incl. Museum & Skipton TH	207,910	591	208,501	181,995	(26,506)	12.71%	Reduced operational cost of the building resulting from its closure for capital works
Total Arts Development	39,740	0	39,740	39,483	(257)	0.65%	
Total Enterprising Craven	470,625	118,141	588,766	575,853	(12,914)		

Resilient Communities

Appendix A 3

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overspend 2018/19 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	39,348	0	39,348	39,803	455	1.16%	
Customer Services	286,409	0	286,409	272,947	(13,462)	4.70%	
Revenues & Benefits Services (Including Cost of Collection)	126,987	0	126,987	6,482	(120,505)	94.90%	£50k additional grant income. Savings in salaries and related due to a vacant post.
Partnerships & Communications and Sporting Events	164,650	(18,490)	146,160	144,716	(1,444)	0.99%	
Democratic Services	94,101	0	94,101	88,171	(5,930)	6.30%	
Democratic Representation	182,242	(440)	181,802	181,469	(333)	0.18%	
Elections	84,975	0	84,975	103,199	18,224	21.45%	Netting off of budget for salaries in Elections and Electoral registration
Electoral Registration	69,067	0	69,067	55,769	(13,298)	19.25%	See above
Shared Ownership Scheme	(38,100)	0	(38,100)	(28,345)	9,755	25.60%	
Joint Venture	0	0	0	78	78		
Car Parks	(1,188,817)	2,782	(1,186,035)	(1,192,795)	(6,760)	0.57%	Overspend due to paying more NNDR than budgeted
Public Conveniences	56,234	(10,790)	45,444	62,032	16,588	36.50%	Overspend due to maintenance
Amenity Areas/Aireville Park	106,102	0	106,102	66,407	(39,695)	37.41%	Sponsorship brought forward from previous financial year.
Private Garage Sites	(30,712)	0	(30,712)	(37,858)	(7,146)	23.27%	

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19	Revised Budget 2018/19	Forecast Outturn 2018/19	(Under)/Overspend 2018/19 (+ve)/-ve	% Variance	Comments
Community Services (Credit Unions)	3,165	0	3,165	3,165	0	0.00%	
Refuse Collection - Domestic	707,620	0	707,620	790,649	83,029	11.73%	£65k overspend in Salaries & related. £23k increase in External Services due to rental vehicle.
Refuse Collection - Commercial	(197,477)	(20,000)	(217,477)	(305,445)	(87,968)	40.45%	£51k increase in income. £34k increase in cost of trade waste expenditure
Street Cleansing	334,850	0	334,850	341,080	6,230	1.86%	
Recycling	280,223	(20,000)	260,223	215,026	(45,197)	17.37%	£25k savings to salaries & related. £11k savings to disposal fees.
Clean Neighbourhoods	87,204	0	87,204	90,032	2,828	3.24%	
Mechanics Workshop	(2,171)	0	(2,171)	5,955	8,126	374.28%	An increase in salaries.
Waste Management Service Unit	233,242	10,000	243,242	272,907	29,665	12.20%	
Garden Waste Scheme	(125,637)	0	(125,637)	(142,097)	(16,460)	13.10%	£29k increases in salaries & related and agency fees. £16k increase in income.
Environmental Health Services	294,744	0	294,744	288,741	(6,003)	2.04%	
Flooding	0	0	0	0	0		
Aireview House	50,065	0	50,065	45,496	(4,569)	9.13%	
Homelessness	282,660	(40,840)	241,820	233,105	(8,715)	3.60%	
Private Sector & Housing Enabling	46,460	42,340	88,800	47,700	(41,100)	46.28%	Underspend due to vacant posts
Housing Service Unit	22,824	(1,500)	21,324	15,847	(5,477)	25.68%	
Total Economic Development	292,720	0	292,720	326,825	34,105	11.65%	£34,600 CDC contribution to Great Place project
Total Leisure Services	(17,337)	4,620	(12,717)	99,440	112,157	881.96%	A £100k increase in salary & related & timesheet work. This was insufficient budget setting forecasting lower costs than actual.
Total Bereavement Services	(419,855)	0	(419,855)	(381,529)	38,326	9.13%	
Total Resilient Communities	1,825,786	(52,318)	1,773,468	1,708,971	(64,497)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overpend 2018/19 (+ve)/-ve £	% Variance	Comments
CLT	482,204	(10,000)	472,204	468,088	(4,116)	0.87%	Savings to salaries & related. Budgeted wages higher than actuals.
Business Support	199,097	(12,551)	186,546	170,936	(15,610)	8.37%	Savings in salaries & related-staff leaving & vacant post
Human Resources & Training	144,820	5,000	149,820	154,778	4,958	3.31%	
Legal Services	123,463	39,759	163,222	154,285	(8,937)	5.48%	
Corporate Costs	818,273	70,000	888,273	888,554	281	0.03%	
Financial Services	508,137	(40,000)	468,137	447,738	(20,399)	4.36%	Savings re salaries & related-Due to staff leaving/unfilled posts
Properties; Misc, Bus, Depots, BVS, SU, Estates	611,358	2,430	613,788	628,720	14,932	2.43%	An increase in equipment and maintenance.
ICT & Transformation	532,895	(69,319)	463,576	454,776	(8,800)	1.90%	
Total Financial Sustainability	3,420,247	(14,681)	3,405,566	3,367,875	(37,691)		

Craven District Council Income & Savings Plan

APPENDIX B

Income & Savings Action Plan 2018/19 - 2021/22 v10 at February 2019

Key:

Green

Income / Savings achieved - low risk

Reporting Spreadsheet

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2018/19	2019/20	2020/21	2021/22						
12	BuSu	Daisy Telephone Rentals	Green	H	L	1,780	1,780	1,780	1,780	N	N	Review of the Daisy telephone lines contract & line usage	John Dawson	Paul Shevlin	Joanne Garnet
13	EnSe	Littering Penalties - Increase in Fees	Green	H	L	1,000	1,000	1,000	1,000	Y	N	Policy committee meeting 17 June approved an increase in the littering penalty charges. Estimated contribution towards costs of £500-£1,750 per annum.	Carl Lis	Paul Ellis	Wyn Ashton
14	Fi	External Audit Fee Savings as a consequence of PSAA negotiations	Green	H	L	5,000	5,000	5,000	5,000	N	N	PSAA have renegotiated the external audit contracts and savings are being handed back to LA's on an annual basis until March 2019 when the new contracts commence. The reductions are included in the base for the new contracts.	Patrick Mulligan	Nicola Chick	James Hordern
15	IT	Network / Firewall Replacement	Green	H	H	2,000	2,000	2,000	2,000	N	N	Complete	John Dawson	Paul Ellis	Darren Maycock
16	PrSe	Estate Rationalisation	Green	H	H	2,000	2,000	2,000	2,000	Y	N	Crosshills Toilets, Wilson Street Sutton and Embsay Car Park all disposed	Patrick Mulligan	Paul Ellis	Darren Maycock
17	EnSe	Commercial Waste	Green	H	M	10,000	10,000	10,000	10,000	y		Changes to commercial waste agreed by Policy Committee and included in 2019/20 budget	Carl Lis	Paul Ellis	Wyn Ashton
18	BeSe	Replacement of the two cremators to increase efficiencies in gas usage & reduce mercury abatement payments	Green	H	H	8,000	30,700	11,200	11,700	Y	N	Contract completed. Savings reviewed and finalised.	Patrick Mulligan	Paul Ellis	Darren Maycock

TOTAL GREEN SAVINGS

29,780 52,480 32,980 33,480

Total Green

29,780 52,480 32,980 33,480

55,180 153,880 235,980 246,480

Previous Month Figures

Green

11,780 11,780 11,780 11,780

Target

300,000 500,000 700,000 1,000,000

Agency Budget Analysis of Services and Forecasted Spend in Salaries;

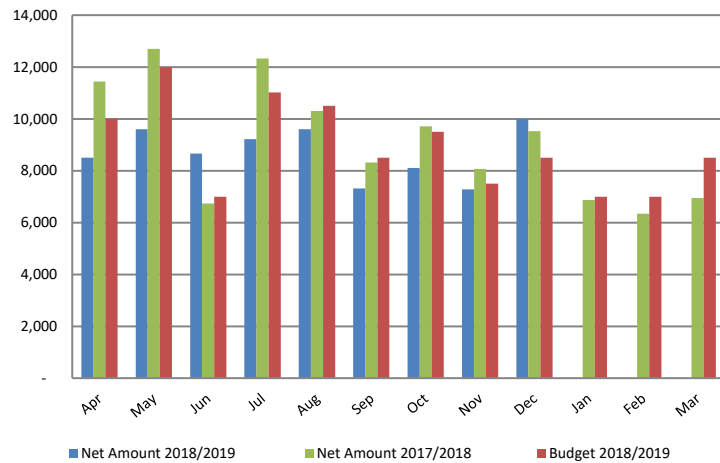
Agency Actual as at Q3 2017/18 £	Agency Actual Outturn 2017/18 £	Service	Agency Actual as at Q2 2018/19 £	Agency Actual as at Q3 2018/19 £	Agency Revised Budget as at Q3 2018/19 £	Agency Variance End Dec 18 -ve/+(ve) £	Agency Revised Full Year Budget 2018/19 £	Agency Forecast Outturn 2018/19 £	Agency Forecast (Under)/Over spend 2018/19 £	Salaries Forecast (Under)/Over spend 2018/19 £	Reason for Agency Appointment
4,546	-	Craven Leisure	-	-	-	-	-	-	-	7,546	
-	20,225	Revive - Craven Leisure Cafe	29,726	50,907	-	50,907	-	66,085	66,085	(26,300)	Covering Chef Role - intention to recruit permanently in the New Year
15,057	15,057	Bereavement Services	-	-	-	-	-	-	-	(14,608)	
41,835	63,547	Refuse Collection-Domestic	32,093	50,171	22,500	27,671	30,000	66,986	36,986	38,523	covering Waste Management operational roles
32,625	46,252	Refuse Collection-Commercial	5,805	7,634	-	7,634	-	7,634	7,634	(21,890)	covering Waste Management operational roles
23,630	32,812	Street Cleansing	31,371	36,763	-	36,763	-	51,700	51,700	(28,239)	covering Waste Management operational roles
26,068	28,178	Recycling	959	959	-	959	-	959	959	(24,664)	covering Waste Management operational roles
-	-	Assets & Commercial Services	18,113	37,388	-	37,388	-	49,725	49,725	(70,895)	Fulfilling Surveyor Role
26,129	40,634	Garden Waste Service	13,881	19,218	-	19,218	-	23,120	23,120	11,577	covering Waste Management operational roles
5,209	5,209	Building Control-Fee Earning	-	-	-	-	-	-	-	-	
99,811	158,380	Planning Policy	77,367	116,232	-	116,232	-	104,577	104,577	(78,652)	Planning Policy cover
6,319	13,255	Development Control	66,117	85,254	8,250	77,004	11,000	101,034	90,034	(28,095)	Planners dealing with a wide caseload of all types of planning applications. Both on 3 month contracts.
-	-	Legal Services	38,626	55,287	-	55,287	39,759	61,670	21,911	(32,693)	Covering Legal Services Manager maternity absence.
-	-	Financial Services	6,375	24,375	23,000	1,375	23,000	43,500	20,500	(38,710)	Providing resilience while Finance Officer recruitment progressed, role now fulfilled internally so Agency continued to be used while Trainee Accountant post filled, Feb 19.
281,229	423,550		320,433	484,188	53,750	430,438	103,759	576,989	473,230	(307,101)	

Parking Fees Apr 18 - Dec 18 (2018/19 FYR)

2018/19	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £
Month															
April	£8,497	£11,437	£10,005	£10,574	£9,197	£9,503	£36,919	£36,137	£34,983	£53,302	£57,193	£54,988	£1,899	£1,559	£1,500
May	£9,606	£12,696	£11,995	£10,837	£10,020	£10,003	£43,014	£35,910	£35,985	£53,198	£54,083	£52,982	£1,652	£1,341	£1,200
June	£8,661	£6,738	£6,998	£10,481	£13,052	£12,470	£43,350	£33,814	£34,482	£55,254	£50,521	£50,474	£1,664	£1,912	£1,599
July	£9,212	£12,326	£11,021	£11,499	£10,610	£10,705	£44,078	£42,178	£40,994	£57,047	£62,240	£61,007	£1,809	£1,643	£1,700
August	£9,602	£10,302	£10,497	£12,800	£11,935	£11,994	£51,552	£50,702	£48,007	£63,933	£60,892	£63,578	£1,563	£1,648	£1,599
September	£7,313	£8,311	£8,496	£10,076	£10,903	£11,005	£40,263	£42,886	£40,451	£53,932	£57,572	£55,490	£1,688	£2,034	£1,801
October	£8,108	£9,712	£9,502	£11,491	£10,816	£11,005	£40,643	£36,899	£35,985	£53,469	£54,375	£54,988	£1,957	£1,579	£1,500
November	£7,284	£8,063	£7,501	£9,424	£10,255	£10,003	£34,275	£34,089	£32,019	£50,476	£51,867	£48,028	£1,434	£1,632	£1,550
December	£9,995	£9,527	£8,496	£10,670	£10,083	£10,504	£32,594	£30,895	£31,017	£59,400	£55,378	£55,490	£1,756	£1,943	£1,700
January															
February															
March															
	£78,277	£89,112	£84,511	£97,852	£96,871	£97,192	£366,688	£343,510	£333,923	£500,012	£504,121	£497,025	£15,422	£15,291	£14,149
Variance	(10,835)		(6,234)	(981)		(660)	23,178		32,765	(4,109)		(2,987)	£131		£1,273

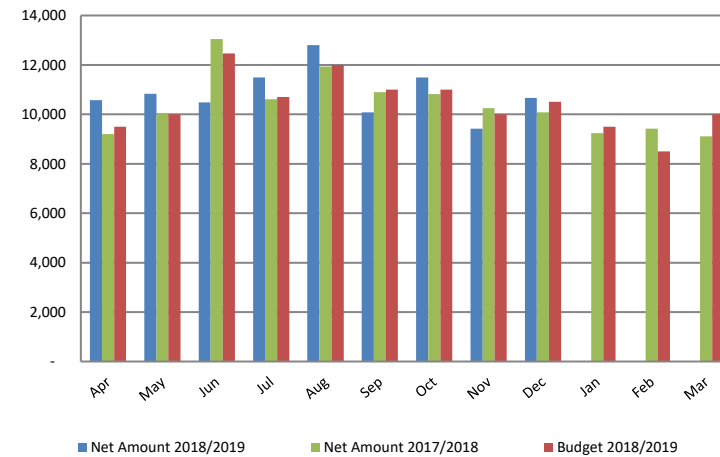
2018/19	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £
Month															
April	£5,595	£5,369	£5,303	£5,697	£5,661	£5,702	£2,374	£2,394	£1,801	£1,947	£2,232	£1,699	£4,927		£4,000
May	£4,956	£4,829	£5,003	£6,407	£6,033	£5,499	£2,447	£1,990	£2,000	£3,615	£1,649	£1,499	£4,327		£4,000
June	£5,229	£5,958	£6,001	£6,330	£5,362	£5,798	£3,715	£2,837	£2,801	£1,868	£1,781	£2,000	£4,996		£4,000
July	£5,124	£5,699	£5,701	£6,706	£6,458	£6,301	£3,454	£2,710	£2,499	£2,767	£2,542	£2,500	£5,121	£1,586	£4,500
August	£6,889	£6,545	£6,491	£8,487	£7,124	£7,505	£5,201	£2,560	£2,499	£2,630	£4,003	£3,002	£6,310	£5,191	£5,006
September	£5,304	£5,663	£5,701	£5,398	£6,020	£5,798	£3,243	£4,335	£2,499	£1,865	£1,431	£2,000	£4,376	£4,857	£5,001
October	£4,998	£3,698	£3,999	£5,526	£5,101	£5,097	£2,054	£2,166	£2,199	£1,258	£1,061	£1,201	£4,701	£4,478	£4,500
November	£4,316	£4,321	£4,299	£3,930	£3,654	£3,798	£2,371	£1,631	£1,651	£1,575	£1,020	£1,001	£4,041	£3,240	£3,499
December	£4,998	£3,992	£3,699	£3,360	£3,266	£3,001	£1,512	£1,520	£ 801	£ 298	£ 426	£ 400	£3,069	£2,274	£2,498
January															
February															
March															
	£47,409	£46,074	£46,197	£51,841	£48,679	£48,499	£26,371	£22,143	£18,750	£17,823	£16,145	£15,302	£41,868	£21,626	£36,521
Variance	(1,335)		(1,212)	3,162		£3,342	4,226	of 19	7,621	1,678		2,521	27,618 5992		5,347

Cavendish Street



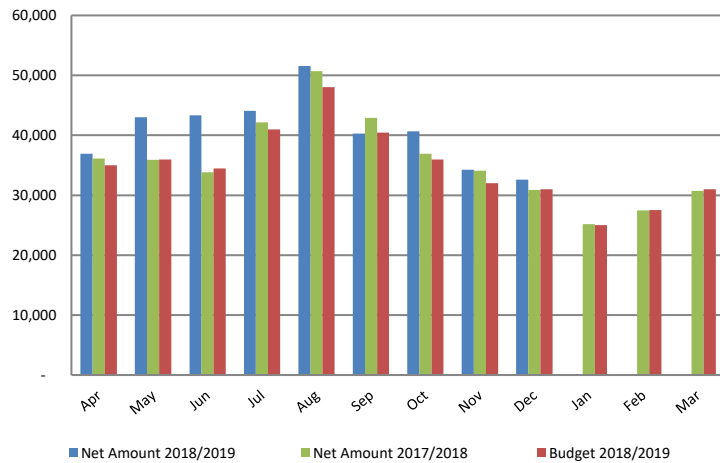
Comments: Income decreased by 12.16% (£10,835) over same period last Year and down by 7.37% (£6,234) on budget

Waller Hill



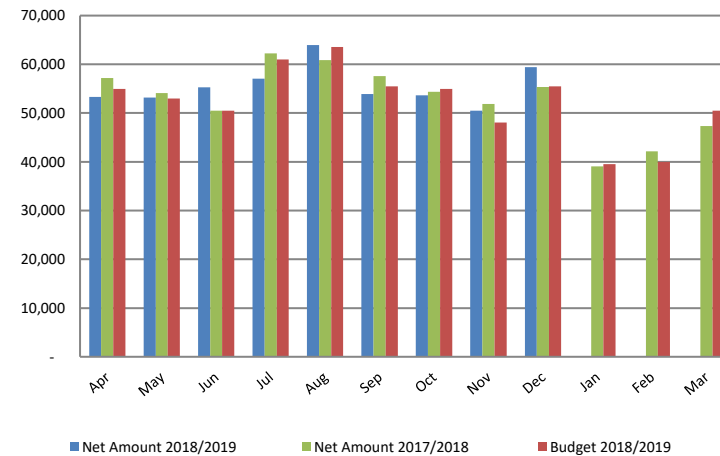
Comments: Income increased by 1.01% (£981) over same period last year and up by 0.68% (£660) on budget

Coach Street

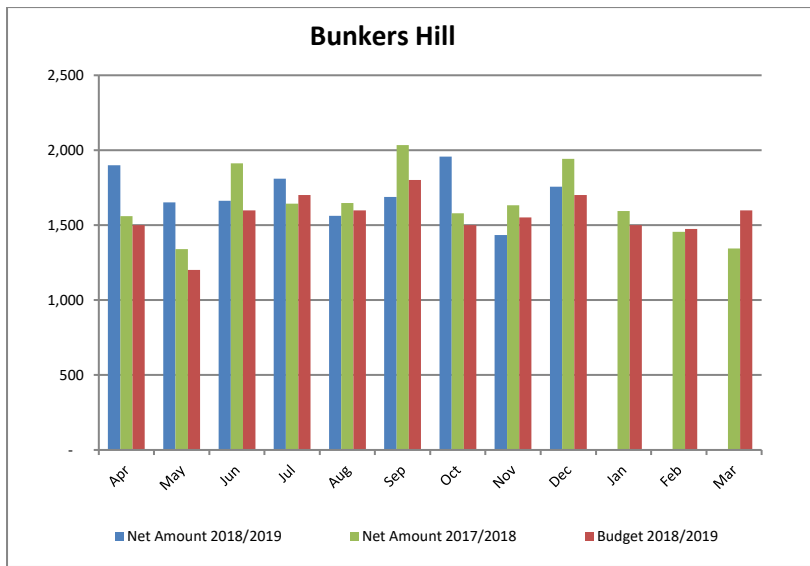


Comments: Income increased 6.74% (£23,178) over same period last year and up 9.81% (£32,765) on budget

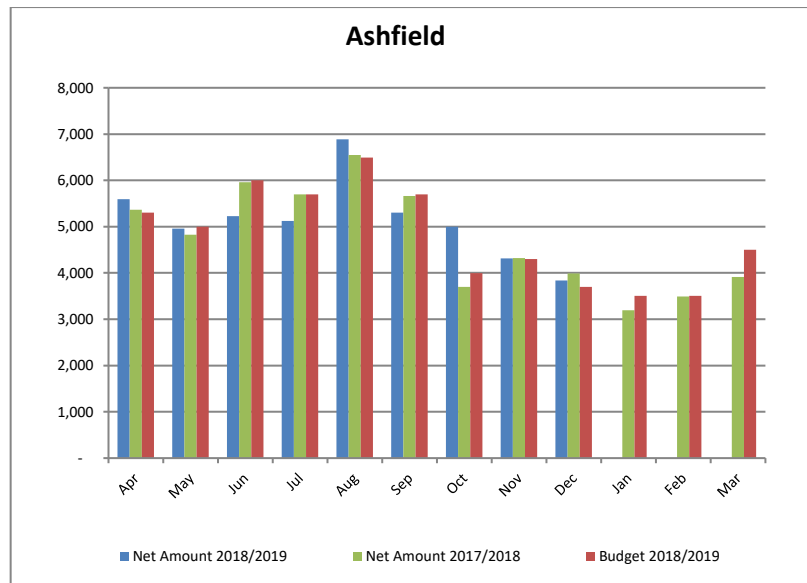
High Street



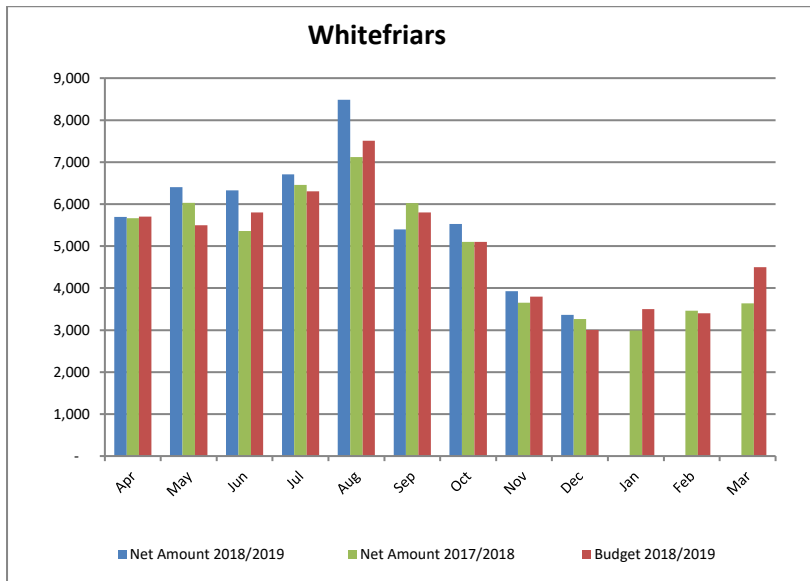
Comments: Income decreased by 0.82% (£4,109) over same period last year and up by 0.6% (£2,987) on budget



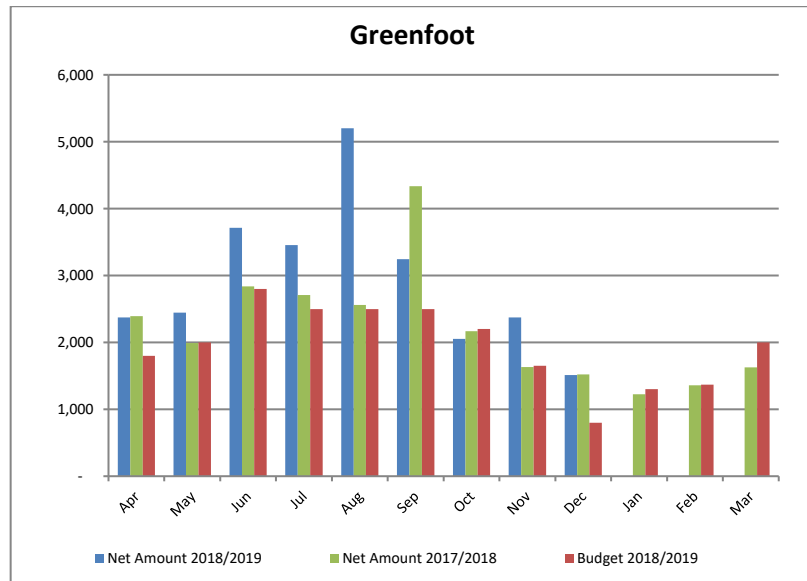
Comments: Income increased by 0.85% (£131) over same period last year and up by 8.99% (£1,273) on budget



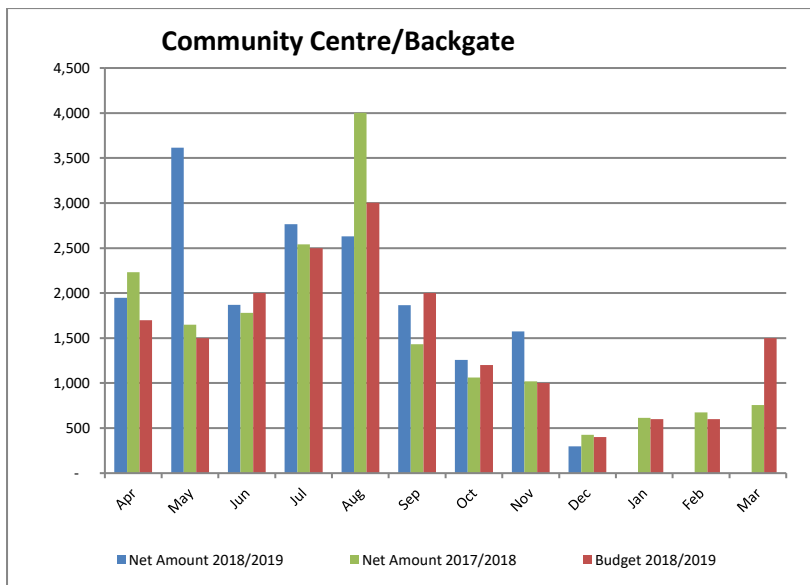
Comments: Income increased by 2.89% (£1,135) over same period last year and up by 2.62% (£1,212) on budget



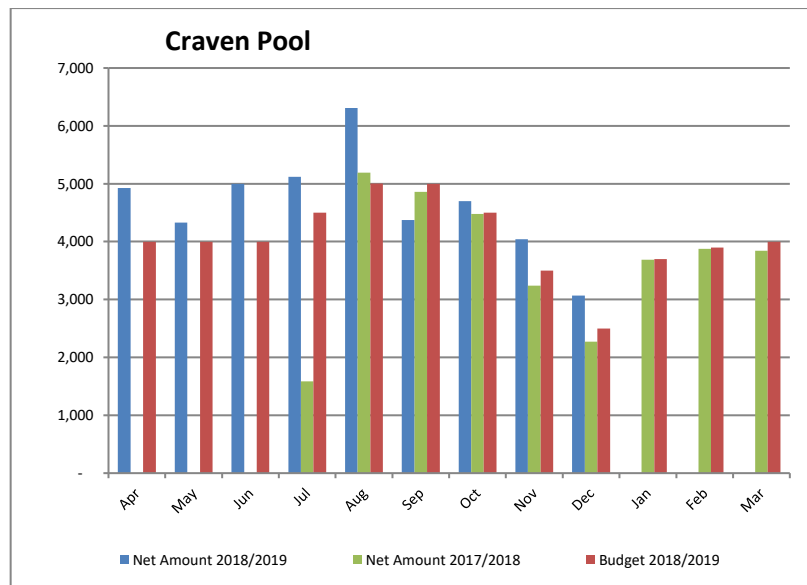
Comments: Income increased by 6.49% (£3,162) over same period last year and up by 6.89% (£3,342) on budget



Comments: Income increased by 19.09% (£4,228) over same period last year and up by 40.64% (£7,621) on budget



Comments: Income increased by 10.39% (£1,678) over same period last year and up by 16.47% (£2,521) on budget



Went live 17th July 2017

Compared from July - Dec 17 to same period this year. Income increased by 27.70% (£5,992) Budget compared fully up by 14.64% (£5,347)

Policy Committee – 5th March 2019

Q3 CAPITAL PROGRAMME MONITORING REPORT – 2018/2019



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To inform Members of the Council's Capital Programme position, based on the Quarter 2 review of income and expenditure to the end of December 2018.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2018/19 capital programme as at the 31st December 2018.
- 2.2 Members approve the Supplementary Estimate of £50,000 to fund the works on the Crosshills Village Plan.
- 2.3 Members approve the Supplementary Estimate of £20,000 to fund additional works on the Aireville Park Playground. This is to be funded by additional external funding.
- 2.4 Members note the 2018/19 Capital Programme and the proposed funding - including the Supplementary Estimates for new projects agreed in Q3.

3. **Background Information**

- 3.1 The Council agreed the 2018/19 Capital Programme of £3,164k on 6th February 2018. On 7th August 2018 the Council endorsed the recommendation from Policy Committee for the Capital Programme to include £4,704k of slippage from the 2017/18 Programme.
- 3.2 Since the Capital Programme was agreed, supplementary estimates have been approved totalling £2,185k. £96k for the digitisation and archiving of the Council's paper records. £720k for the Skipton Waterfront scheme and Water management Project on Ings Beck and Gallow Syke, but this has now been deferred to the 2019/20 programme. £1,187k for shared ownership builds and the £82k for the Cremator project. In addition, there was a supplementary estimate for £7k, for the Car Parking Machine Hardware update, however this is being funding from surplus

on another project so adds no further costs to the programme. There has been two further Supplementary Estimates, one to draw down the pre-approved (July 2015, POL. 687) £50k funding of the Crosshills Village plan and the second to add £20k to the Aireville Park Playground project due to a revision to the specification and addition of more equipment, this is to be funded via additional external funding. This gave a total Capital programme of £10,023k.

4. **Quarter 3 Financial Performance**

- 4.1 The Council approved the 2018/19 Capital Programme of £3,164 in February and work commenced in April onwards. Work on the projects included in the slippage amount would have continued up to the end of March and the £4,704k is based on the forecasted expenditure to be incurred in 2018/19. Since April 2018, Policy Committee approved a £96k Digitisation project, £320k for the Skipton Canal Waterfront scheme and £400k for the Ings Beck and Gallow Syke (Skipton) Water Management Project, £82k for the VAT on the cremator project and £1,187k for shared ownership builds. As part of this report, there is an additional request for £50k for the Crosshills Village Plan Project, to be funded from New Homes Bonus, as approved in July 2015 (POL.687). For the Crosshills Village plan a total of £100k was approved, but £50k will be drawn down in this year and £50k will be utilised in the 2019/20 Capital programme This now gives a revised programme of £10,023k.
- 4.2 A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 31st December expenditure on the programme was £2,084k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2018/19 £	Expenditure at Q3 2018/19 £	Forecast Outturn 2018/19 £	Estimated Slippage 2018/19 £
Council Properties	2,671,838	888,840	1,601,957	1,068,792
ICT	290,211	70,454	251,780	28,550
Private Sector Hsg & Empty Homes	2,041,507	1,085,087	1,678,404	363,103
Recreation & leisure	4,799,940	4,139	425,245	4,373,120
Town / Village Plans	112,643	35,028	112,831	49,812
Vehicle	107,000	-	-	107,000
Total Capital Programme Costs	10,023,139	2,083,548	4,070,217	5,990,377

- 4.3 The £5,950k difference between the revised programme and the forecasted outturn is made up of a predicted unutilised £10k in the IDOX project, the £20k supplementary estimate for the Playground and other projects that are all going to be slipped into the 2019/20 programme. As at Q2 these were, £320k and £400k for

the Skipton Canal waterfront and Ings Beck/Gallow Syke works projects. £87k on the vehicle replacement programme, £225k for the Leeds & Liverpool Canal improvements and £17k for the Asset Management System. There is also forecasted carry forward of the Shared Ownership funding allocation of £363k. There is also £4,214k of slipped works for the Redevelopment of Town Hall/Museum with the funding from HLF, that is being underwritten by the Council. Also contributing to this is the carry forward of the £12k for the i-trent improvements, but no further details are known at the stage. Additional to those identified at Q2, there has been further projects identified as requiring slippage as part of the Q3 monitoring process. These are; £20k for the vehicle lift – as it is being investigated as part of the wider works at Engine Shed Lane, £13k for the refurbishment of the Waltonwrays Outbuildings; £195k for the Skipton Depot Project and £75k for the Ashfield Toilet Refurbishment Scheme.

- 4.4 No further details are known regarding the Payroll System improvement project. But as reported in the Q2 report it is to be ceased. The reason for the cessation of this project is due to the efficiencies anticipated as a result of the work, are not as beneficial as first thought. It is likely that an alternative project will be implemented to have a similar HR module bolt-on added to the current i-trent system. The £12k from the original project will go towards this revision and so has been included in the slippage amounts above.
- 4.5 Due to the continued reliance on capital receipts and the Councils Revenue Reserves to fund expenditure over the medium and long term it was agreed that approval to commence 2018/19 projects would be monitored by CLT, as would progress on projects within the programme.

5. Capital Programme Financing

- 5.1 Resources available to fund the capital programme together with a forecast of future receipts and programme costs are shown in table 2 (overleaf)
- 5.2 As part of the 2018/19 budget setting process it was planned to make contributions to earmarked reserves which are available to support the capital programme and other projects. The Long Term Financial Strategy assumes that these contributions will need to continue.

Table 2: Capital Resources Available & Utilised to Fund 2018/19 Programme

	2018/19 Revised prog. £'000	2019/20 Indicative £'000	2020/21 Indicative £'000	2021/22 Indicative £'000
Capital Receipts at Start of Year (CRR)	2,419	2,274	1,041	1,041
In Year resources - (Capital Grants/receipts received)	1,237	664	715	720
Use of in Year Capital grants	1,156	1,284	615	670
Use of Capital Receipts	1,382	613	100	50
Total Use of Capital Resources	2,538	1,897	715	720
Contribution From NHB Reserve	113	486	-	-
Contribution From Enabling Efficiencies Reserve	12	-	-	-
Contribution From Vehicles Reserve	-	207	220	-
Contribution from IT Reserve	252	57	50	-
Contribution from Buildings Reserve	73	57	-	-
Contribution from Other Reserves	82	-	-	-
Underwrite the Capital Funding to cover the external funding applications	-	3,428	-	-
Utilisation of Borrowing (MRP Capacity)	1,000	-	-	-
Total Use of Reserves/Borrowing	1,532	4,235	270	-
Forecasted Capital expenditure in year as per Appendix A	4,070	6,132	985	720
Capital Receipts at end of Year (CRR)	2,274	1,041	1,041	1,041

- 5.3 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2018/19, the funding was slipped to match. Where projects have been identified as potentially being slipped into the 2019/20 programme, funding has been slipped also. There has been an estimated additional value included in the usage of Capital Receipts across all years.
- 5.4 The Contribution from Other Reserves line represents the supplementary estimate for the Cremator Replacement Project. It is proposed that this will be funded from the Partial Exemption Reserve, but this will be confirmed when the funding of the programme is finalised later in the year.

- 5.5 The Shared Ownership Scheme is included in the table 1 for forecasted expenditure, and table 2 for its funding allocation. At the end of Q3 costs of £687k has been incurred. Funding for this will be drawn from the approved pot for the Council's Housing Projects.

6. Implications

6.1 Financial and Value for Money Implications

At the start of 2018/19 the Council had available £2,419 of Capital Receipts to fund its capital programme. It also had estimated receipts of Grants of £1,237k to fund part of the programme. All financial implications are contained in the body of the report.

6.3 Legal implications – None Relevant

6.4 Contribution to Council Priorities

Capital investment in appropriate projects contributes directly to most corporate priorities.

6.5 Risk Management

There are risks inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved, it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

6.6 Equality Impact Assessment

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

7. Consultations with Others – None

8. Access to Information : Background Documents

None

9. Author of the Report

James Hordern – Accountancy Services Manager

Telephone: 01756 706316

E-mail: JHordern@cravendc.gov.uk

10. Appendices

Appendix A – Capital programme detailed analysis

Capital Programme 2018/19

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q3 2018/19 £	Remaining Budget 2018/19 £	Slippage 2018/19 £	Forecast Outturn 2018/19 £	Q3 Comments - including timeline for procurement and delivery & Justification
Financial Management	Payroll System improvements	James Horder	6200		12,000		12,000	-	12,000	12,000	-	Project to be incorporated into a wider implementation of a HR module for the system instead. Budget will not be required for this item.
Assets & Commercial Services - Property	Integrated Asset Management System	Darren Maycock	6277	16,550			16,550	-	16,550	16,550	-	This project will not be delivered within the current financial year, slipped to 2019/20
Assets & Commercial Services - Property	Redevelopment of Town Hall/Museum HLF	David Smurthwaite	6032	136,000	371,702		507,702	220,120	287,582	208,605	299,097	
Assets & Commercial Services - Property	- Skipton Town Hall - Phase III Works * year two subject to grant funding	Darren Maycock	6023	672,290	9,259		681,549	1,200	680,349	577,349	103,000	Contractor appointment due shortly, VE on-going.
Information Services	Network & Firewall Replacement 2016-2020	Darren Maycock	6275	70,000			70,000	46,926	23,074	-	70,000	Still on track for completion - final stage WiFi, expected to be fully spent.
Information Services	Computer Replacement Programme	Darren Maycock	6210	20,000			20,000	20,000	-	-	20,000	Project Complete.
Assets & Commercial Services - Property	Skipton Town Hall – Bar & Café Facilities	Darren Maycock	6024		23,837		23,837	-	23,837	-	23,837	No progress made while other Town Hall projects are underway.
Assets & Commercial Services - Property	Skipton Depot Project	Stanislav Andryszewski	6036		239,870		239,870	39,612	200,258	194,958	44,912	Demolition of Engine Shed 1 complete, Phase 2 Site Investigations complete (awaiting report). Planning application to submit March 2019. Additional investigation items ordered Feb 19,
Assets & Commercial Services - Bereavement Services	Refurb of Waltonways Outbuildings	Darren Maycock	6044		13,000		13,000	-	13,000	13,000	-	Schedule of works will be planned to start following clearing of building as part of digitisation project, work not planned to start until Q1/Q2 2019/20.
Information Services	IDOX Implementation	Darren Maycock	6266		24,881		24,881	3,528	21,353	-	15,000	Remaining consultancy and completion of licensing expected by end of Q4 - Expect £10k underspend.
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Darren Maycock	6050 PC04		74,880		74,880	-	74,880	74,880	-	Broadacres is preparing a comprehensive scheme

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q3 2018/19 £	Remaining Budget 2018/19 £	Slippage 2018/19 £	Forecast Outturn 2018/19 £	Q3 Comments - including timeline for procurement and delivery & Justification
Information Services	Digitisation and Archiving Project	Darren Maycock	TBC			96,000	96,000	-	96,000	-	96,000	Completion planned for Q4, procurement exercise complete and supplier appointed.
Assets & Commercial Services - Property	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF BID	David Smurthwaite	6032		3,428,120		3,428,120	-	3,428,120	3,428,120	-	
Assets & Commercial Services - Bereavement Services	Cremator replacement	Hazel Smith	6049	1,000,000		82,000	1,082,000	592,000	490,000	-	1,082,000	Both cremators are now operational and the abatement equipment is well under way in its installation. The project is due to complete on time in terms of the equipment installation & cremators becoming operational, however, there has been a significant delay with Northern Powergrid for the power upgrade which has been caused by lack of third party (landowner) cooperation/consent. This is now gathering more momentum and a decision from them is being pushed. Alternative solutions have been investigated, however, these are few with some being subject to the same third party landowner consent requirement, or a significant increase in cost. The delay will have an impact on when the abatement equipment can become operational but it does not impact on the use of the cremators.
Assets & Commercial Services - Car Parking	Parking payment machine replacement	Hazel Smith	6009	40,000		6,911	46,911	33,708	13,203	-	46,911	Replacement P&D machines have been installed and are operational. The remaining works in terms of required upgrade to card readers has been completed in January and this project will therefore be completed and paid by the end of the current financial year.
Assets & Commercial Services - Car Parking	- 4 Year programme of maintenance of the Council Car Parks	Hazel Smith	6010	9,000		(6,911)	2,089	2,200	(111)	-	2,200	This project is complete - Current maintenance requirements have been completed with the remainder of the budget being vired to 6009 to ensure required card payment hardware can be replaced due to banking regulation changes.

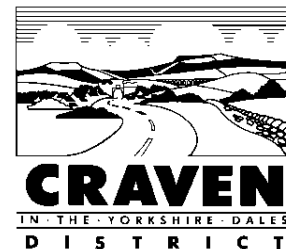
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q3 2018/19 £	Remaining Budget 2018/19 £	Slippage 2018/19 £	Forecast Outturn 2018/19 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Craven Leisure	To refurbish and replace existing fitness kit	Hazel Smith	6113	225,000			225,000	2,564	222,436	-	225,000	Installation and refurbishment works completed and final invoices due. This project will be complete and paid by the end of the current financial year.
Communication & Engagement	New Playground at Aireville Park	Darren Maycock / Sharon Hudson	6132	181,820		20,000	201,820	1,575	200,245	-	200,245	Phase 1 complete with final snagging being completed, Phase 2 to commence early March 2019, Expected completion end March. A retainer will need to be held over for 12 months.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129	225,000			225,000	-	225,000	225,000	-	Canal & River Trust progressing preparation of detailed designs. On-site works expected to commence from September 2019
Economic Development	Ingleton Village Plan	Sharon Sunter	6138		62,643		62,643	-	62,643	-	62,643	Subject to issue of license agreements, the order for manufacture and installation of the signs will be issued in March 2019.
Economic Development	Crosshills Plan	Sharon Sunter	TBC	-	-	50,000	50,000	35,028	14,972	-	50,000	Works to improve Hall Street Car Park and East Keltus Square have been completed. Upgrade of street furniture planned, starting with provision of replacement litter bins; it is expected that these will be delivered and ready for installation by March 2019. POL.687
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	TBC			320,000	320,000	-	320,000	320,000	-	On schedule to complete procurement in April, with the aim to commence on-site construction from June 2019
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	TBC			400,000	400,000	-	400,000	400,000	-	Preparation of the applications for consents from the Flood Authority and Environment Agency underway. On schedule to commence preparation of procurement documentation from March 2019, with a view to commence on-site works from July 2019

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q3 2018/19 £	Remaining Budget 2018/19 £	Slippage 2018/19 £	Forecast Outturn 2018/19 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Property	* Shared Ownership	Stanislav Andryszewski	6026 - Purchases 7666 - Sales			1,187,000	1,187,000	686,866	500,134	363,103	823,897	Harper Grove delayed due to awaiting YW approval
Environmental Services & Housing	Disabled Facilities Grants	Wyn Ashton	6145	517,400	44,010		561,410	242,540	318,870	-	561,410	From 1st April to 31st December - 32 grants totalling £ 311,823 had completed with a further 6 interim payments made. 24 Grants totalling £128,431 are due for completion in Q4. The total projected spend on DFGs for 2018/19 is £ 440,254.
Waste Management	InCab Communications and Web Portal Systems	Wyn Ashton / Darren Maycock	6276	24,780			24,780	-	24,780	-	24,780	On track for full expenditure on budget in Q4
Waste Management	Web Portal Systems	Wyn Ashton / Darren Maycock	6276	26,000			26,000	-	26,000	-	26,000	On track for full expenditure on budget in Q4
Waste Management	Vehicle Lift Project	Wyn Ashton	6136		20,000		20,000	-	20,000	20,000	-	It's intended that an application for Planning will be submitted for a redeveloped Engine Shed lane Depot by the end of February, the vehicle lift will be part of that project. Provided the new Corporate Health & Safety Officer states that the current risks associated with the existing vehicle washing facilities can be managed, then vehicle lift investment and installation can be delayed until the site is redeveloped. Therefore its suggested that this capital allocation be rolled over to the next financial year.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q3 2018/19 £	Remaining Budget 2018/19 £	Slippage 2018/19 £	Forecast Outturn 2018/19 £	Q3 Comments - including timeline for procurement and delivery & Justification
Waste Management	Vehicle Replacement Project	Wyn Ashton	6305		87,000		87,000	-	87,000	87,000	-	The vehicle requirements have now changed which will deliver a cheaper option of £50,000 for total expenditure. The vehicle was ordered in Q3, however there is significant 'lead in time' which will not see expenditure until Q1 of 2019/20
Environmental Services & Housing	Remodelling of Aireview House	Wyn Ashton	6022		293,097		293,097	155,681	137,416	-	293,097	The main re-modelling works for the hostel have now completed as have the external minor works. The Final Accounts are in the process of being agreed. We have fully 'drawn down' the Homes England 50% Grant contribution for the works
							-		-			
Subtotal Capital Programme 2017/18				3,163,840	4,704,299	2,155,000	10,023,139	2,083,548	7,939,591	5,940,565	4,070,029	

Policy Committee – 5th March 2019

PERFORMANCE MONITORING REPORT – QUARTER 3 2018/2019



Report of - Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 3 2018/2019 in accordance with arrangements set out in the Council's Performance Management Framework.
 2. **Recommendations** - Members are recommended to note and comment on progress and outcomes achieved.
 3. **Council Plan Implementation Progress**
- 3.1. **Actions**

Monitoring against the Council Plan shows that good progress has been made in the implementation of Council Plan actions. 12 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

- Grey – not yet started – not yet required
- Red – all due elements of project are behind schedule / or not started
- Amber – some due elements of project are behind schedule
- Green – on target as per project plan milestones

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven			1	7
Resilient Communities			1	3
Financial Sustainability		1	1	1
Total	0 (0%)	1 (7%)	3 (20%)	11 (73%)

Status	Action	Details available at -
Council Plan Action showing red status	CP 18/21/14 - Improve the Council's commercial acumen and generate additional income	Annex C – Council Priority Financial Sustainability
Council Plan Action showing amber status	CP 18/21/02 - Enable the development of 8 hectares of new employment land by 2020	Annex A – Council Priority Enterprising Craven
Council Plan Action showing amber status	CP 18/21/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	Annex C – Council Priority Financial Sustainability

3.2. Indicators

Total number of annual Council Plan Indicators	11
Number for which quarterly data available - Where the outturn shown is to be confirmed or provisional this is noted in the Annual Target 18/19 column at Annex D, along with other relevant notes, or at the end of the table	9
Number with targets	7
Number failing to achieve target (Shown below)	6

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	28 affordable homes were delivered against a target of 52 at 31 st December. Starts on sites have been slow; however, improved performance is expected later in 2018/19. An affordable housing policy will be developed once the local plan is in place which should lead to additional improvement in performance.
	RE 15.Q - Economic Development - Number of businesses assisted to improve their performance	52 businesses were assisted against a target of 75. We are concentrating on awareness raising including a flyer to go with business rates bills in February.
	RP 13.Q - Planning & Building Control - Net additional homes provided	Several large sites are under construction and it is expected that the rate of completions will increase as the year progresses. Site visits will be undertaken towards the end of the year.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs. (Q) EW 11.Q - Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	Quarter 3 figures estimated. The waste recycling centre at Allerton Park is currently unable to extract as much recyclate as the old service providers. Previously much more glass was extracted at this stage. The Waste Partnership is working to resolve this issue. The reduction in recyclate extracted has impacted on the overall percentage recycled. We continue to encourage correct recycling on our website, and through stickers and inserts when appropriate.

FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated	<p>Updated value required to balance budget in 2019/20 £278k for year an improvement from earlier projections of £409k. Target deliverable by end 2018/19 set at £300k - £105k projects identified to achieve by 31 March 2019. Still £173k gap to identify. At end of Q3 £12k of savings achieved.</p> <p>Issues in relation to timing of delivery of savings continue and as the end of the four-year settlement approaches it is ever more critical they are delivered. The funding of local government from April 2021 will be ever more challenging as it is cut further. The challenge for 2018/19 is to deliver £300k+ with the balance delivered in 2019/20 & work towards delivery of the total budget gap in 2021/22 of circa £640k.</p>
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A summary showing all Council Plan Indicators is available at Annex D.

3.3. Operational Indicators – Benefits and Planning

Data is available for all of the six benefits and planning indicators as detailed in Annex E. Four are not achieving target as shown below.

Service Area	Indicator(s)	Comments
BENEFITS	FR 11 - Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances	<p>The number of Council Tax Reduction claims with Universal Credit (UC) continues to rise. UC can change each month adding to the workload as there are now more changes than under the old housing benefit system.</p> <p>Automation is proving slow to implement but times are improving and we expect to meet the annual target.</p> <p>The rollout of universal credit has resulted in the Council still having to deal with the complex claims which require more information from the claimant. The knock on effect of this is by their nature these claims take longer to complete and the target which is an average, will need to be reviewed from 2019/20 and potentially increased for both changes in circumstances processing and new claims.</p>
PLANNING	RP 10 - Major applications determined within statutory timescales or extended timescale agreed with the applicant RP 11 - Minor applications determined within 8 weeks or extended timescale agreed with the applicant RP 12 - Other applications determined within 8 weeks or extended timescale agreed with the applicant	<p>Staff changes and vacant posts have continued to impact on performance. Two Planning Officers have been appointed, and Planning Assistants have been recruited to start in Quarter Four.</p> <p>Processing times have improved in Quarter Three compared with Quarter Two for all three categories.</p> <p>A letter setting out the current situation has been sent to MHCLG identifying the range of improvements that we are implementing in association with the Planning Advisory Service.</p>

4. Implications




- 4.1 **Financial and Value for Money (vfm) Implications** – None arising directly from this report.
- 4.2 **Legal Implications** – None arising directly from this report.
- 4.3 **Contribution to Council Priorities** – The report summarises performance and achievements against the action and performance indicators relating to council's priorities as contained within the Council Plan.
- 4.4 **Risk Management** – Risks associated with the Council Plan and achievement of priorities are identified and included in the Council Risk Register as appropriate.
- 4.5 **Equality Impact Assessment**
An Equality Impact Assessment is not required as the report does not include policy matters for decision with potential impact on equality groups.
- 4.6 **Consultations with Others**
- CLT
 - Service Managers
- 4.7 **Access to Information: Background Documents**
- Performance Information contained within TEN the Council's Performance Management System
 - Council Plan
- 4.8 **Author of the Report**
Rebecca Steel, Performance Management Officer
Tel: 01756 706215
rsteel@cravendc.gov.uk

Annexes

Annex A – Council Priority Enterprising Craven
Annex B – Council Priority Resilient Communities
Annex C – Council Priority Financial Sustainability
Annex D – Council Plan Indicators
Annex E – Additional Information - Benefits and Planning Indicators

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

Annex A – Council Priority Enterprising Craven - facilitating economic growth across Craven

Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Enable the provision of 230 homes per year across Craven to meet the needs of our current and future communities								
<ul style="list-style-type: none"> - Publication of the Local Development Plan - Implementation of Shared Ownership Schemes to create a minimum of 45 shared ownership homes by April 2020 - Use of policies to enable the provision of 69 affordable homes per year (30% affordable housing of 230 homes) 	CP 18/21/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	Aug 2018 - Submit funding application to LEP for regeneration pipeline Sep 2018 - Secure Accelerated Growth Fund from Homes England Oct 2018 - Examination in public of Local Plan	Planning & Building Control	Application to LEP submitted and approved. £2m loan to support the regeneration pipeline which includes a range of employment, housing and regeneration sites. Homes England has awarded £2.5m to support housing development at Horse Close in Skipton. Local Plan - Inspection complete. Amendments will be made prior to consultation on the changes, aiming for adoption in April 2019.	DS	04/02/19	Green	
Stimulate business growth								
<ul style="list-style-type: none"> - Development of the South Skipton Employment Zone - Creation of new employment sites in Bentham, Ingleton and Settle - Development of employment space at Threshfield Quarry and Skipton Rock Quarry - Undertaking activity to raise the profile of the Craven District as an attractive location for businesses 	CP 18/21/02 - Enable the development of 8 hectares of new employment land by 2020	Sep 2018 - Funding Agreement (Grant) for Local Growth Deal (LGD) signed Jan 2019 - Enterprising Craven Online content created Mar 2019 - Ings Beck/Gallow Syke Water Management project completed Mar 2019 - Schedule for implementing improvements to Engine Shed Lane/Ings Lane confirmed Mar 2019 - Outline business case for Skipton Rock Quarry prepared	Economic Development	Delivery of the Skipton Employment and Housing Growth scheme is progressing. The Funding Agreement with North Yorkshire County Council on behalf of the LEP has been agreed in principle; it is expected that the Agreement will be signed and the first grant claim submitted by March 2019. Preparation of applications for permissions and consents to carry out works to upgrade Engine Shed Lane/Ings Lane is underway; JBA Consulting have been appointed to prepare requests for a Bespoke Environmental Permit from the Environment Agency and Land Drainage Consent from North Yorkshire County Council.	SS	05/02/19	Amber	
- Development of	CP 18/21/03 -	Apr 2018 - Business case	Economic	Skipton Railway Station - Funding from the LEP	DS	04/02/19	Green	

Skipton Railway Station - Lobbying for investment in the road and rail infrastructure serving the District as part of the central Pennine corridor to the main roads to within the District	Improve the quality and capacity of the transport infrastructure serving the District	submitted to LEP Oct 2018 - Outcomes for the Skipton Station masterplan agreed Mar 2019 - Procurement of multi-disciplinary team to prepare the Skipton Station masterplan completed Mar 2019 - Masterplan tender released Sep 2019 - Lobbying - Transport for the North release preferred option	Development	has been agreed and the initial meeting with NYCC, National Rail and others held to discuss the masterplan. An all Member session was held and a report seeking approval of the scope of the masterplan research will go to Policy Committee in February. Lobbying - The release of the Transport for the North Investment Priorities has been released highlighting the possible reopening of the Skipton to Colne line.				
- Delivery of the Ad-Venture Enterprise Growth Programme in collaboration with partners - Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership - Delivery of the Digital Enterprise Business Support Programme in collaboration with partners - Support for delivery of the Yorkshire Dales LEADER Programme (LEADER programme now ceased)	CP 18/21/04 - Ensure new and existing businesses have access to, and are able to benefit from, business support services	Sep 2018 - Phase 3 of the Digital Enterprise Business Support Programme launched	Economic Development	SME Growth Manager - providing one-to-one advice for established businesses supported 9 businesses from a range of sectors. The main theme of the support provided was finance for expansion projects and investment in digital technology. A business workshop titled "developing a workforce for the future" was held; attended by 25 businesses, the event included presentations by the Skills Service and Craven College. The event resulted in a number of follow up meetings and referrals to the Skills Service and Apprentice support. One business received a resource review through the Resource Efficiency Fund (REF) scheme. The Leeds City Region Local Enterprise Partnership has secured European funding to administer an Investor Readiness programme worth £1.23million. The programme is designed to help businesses to access finance from investors and lending institutions. It is expected that the programme will be ready for delivery from April 2019.	SS	05/02/19	Green	
- Support for the delivery of Broadband Delivery UK funded activity through the	CP 18/21/05 - Ensure all businesses and residents in Craven	Sep 2018 - Guidance on broadband connectivity in new developments launched	Economic Development	Informal guidance to help developers consider broadband connectivity as part of any new residential and/or commercial development has been published, and is available on the Council's	SS	05/02/19	Green	

Superfast North Yorkshire programme - Working with businesses and communities to support delivery of alternative broadband technologies including wireless and fibre to the home network - Investigation and delivery of municipal Wi-Fi networks in market towns	have access to a high quality broadband connection by 2020			website (https://www.cravendc.gov.uk/business/business-support-advice/broadband-connectivity-in-new-developments/). The guidance has been presented to Planning Officers to help support pre-planning discussions.				
Improve the economic vitality of Craven's market towns and villages								
- Development and delivery of actions plans for Bentham, Cross Hills, Ingleton and Settle - Working with partners to support delivery of the Skipton (BID) Business Improvement District	CP 18/21/06 - Enhance the quality of the trading environment within the District's core retail centres	Oct 2018 - Refurbishment of East Keltus Square, Cross Hills completed Nov 2018 - Development Plan for Castlebergh Crag, Settle completed Dec 2018 - Interpretation of the Railway Heritage in Ingleton completed Mar 2019 - Scheme for delivery of the Woodland proposals in the Riverside Park (Ingleton) masterplan	Economic Development	Settle - The Chamber of Trade have selected the preferred tenderer for the construction of the new Settle website; in consultation with the Ward Members for Settle, it has been agreed to assign this project an extra £3,000 from the total funding pot agreed by Policy Committee to support the delivery of the Settle Town Action Plan (Minute POL. 878/17-18). The Masterplan for Castlebergh Crag has been approved by Settle Town Council. The next step is for the Town Council to agree a delivery plan for the Masterplan and to start approaching funding organisations. Ingleton - Design of the interpretation boards for Ingleton Viaduct have been completed; printing and installation is on schedule for completion by March 2019. Work to refurbish the village centre pedestrian signs is progressing; applications for street furniture licenses have been submitted to this Council and North Yorkshire County Council. It is anticipated that the contractor will be appointed and the scheme delivered by the end of March 2019. Grassington - Policy Committee have agreed to	SS	05/02/19	Green	

				allocate £22,000 from the Council's New Homes Bonus receipts to support the delivery of the Grassington Village Action Plan (Minute POL.967).				
- Development of Skipton Town Hall into a vibrant cultural community venue - Delivery of the Access Development Plan for the Leeds & Liverpool Canal	CP 18/21/07 - Improve access to and enjoyment of Craven's great heritage and culture	Oct 2018 - Skipton Town hall Project Manager in post Nov 2018 - Skipton Town Hall construction started Feb 2019 - Leeds and Liverpool Canal construction started Mar 2019 - Skipton Canal Waterfront scheme completed	Skipton Town Hall & Museum	Announcement that a grant of £1.46m had been secured to improve the Canal towpath between Skipton and Gargrave, and Bradley to Kildwick was published. The Canal & River Trust have commissioned their term contractor (Kier) to prepare the detailed designs; it is expected that delivery will commence in Spring 2019 and will take around six-months to complete. Skipton Town Hall - The procurement process has identified a preferred supplier and final discussions on the specification taking place.	SS	04/02/19	Green	
- Delivery of the Great Place Scheme - Development and delivery of a rural housing scheme	CP 18/21/08 - Collaborate with partners to attract more working age households to the District	Nov 2018 - RIBA design competition launched Nov 2018 - Annual Conference Dec 2018 - Small grants scheme launched	Economic Development	A conference held at Broughton Hall at the end of November to launch the findings of the research and the RIBA design competition for affordable housing in the Dales. About 120 people attended the two day conference A work programme is to be launched in February for activities in 2019/20. Initial designs of a cultural hub with housing and workspaces in Skipton has been developed.	DS	04/02/19	Green	

Updaters:- David Smurthwaite (DS), Sharon Sunter (SS)

INDICATORS

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual
EC	EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	23	69 in line with Council Plan	17	12	35	25	52	28
EC	RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	31.1%	Context Indicator - no target set		11.1%		1.1%		4.7%
EC	RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	95	100	25	11	50	26	75	52
EC	RE 16.Q	Economic Development - The number of new business formations (Q)	287	Context Indicator - no target set		80		133		191
EC	RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan						

EC	RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	408.7	Context Indicator - no target set								
EC	RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	230	230 for CDC	58	17		115	37		173	86

* Data collected annually: -

RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares

RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation

Annex B – Council Priority Resilient Communities - creating sustainable communities across Craven







Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Enable active communities and improve quality of life								
- Supporting the new models of care programme being developed by the Accountable Care Board, a cross sector partnership involving partners across health, social care, the voluntary sector, Craven District and North Yorkshire County Council - Identifying and implementing a range of projects to reduce health inequalities, including supporting the development of Dementia Friendly Craven - Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough	CP 18/21/09 - Reduce health and wellbeing inequalities	Nov 2018 - Review the Housing Adaptations Service exploiting opportunities for improvement Dec 2018 - In conjunction with the Airedale Hospital Trust and Bradford Metropolitan City Council develop an integrated approach to a hospital discharges and adequate support Mar 2019 - Promote wider awareness to GPs and other Health Support Services of the referral routes to Council delivered services Jun 2018 - Terms of reference agreed for Craven Communities Together Leadership Group Oct 2018 - Action plan with priority projects agreed for work of Craven Communities Together and reported to CLT Oct 2018 - Run campaign focusing on older people and fraud awareness Mar 2019 - Annual report produced of work of Craven Communities Together detailing CDC involvement and reported to Policy Committee Mar 2019 - Become accredited Dementia Friendly Council	Partnerships & Communications Housing	Terms of Reference Agreed for the Craven Communities Together Leadership Team comprising representatives from AWC CCG, Morecombe Bay CCG, CDC, NYCC, Bradford District Care Trust, Airedale NHS Trust, GPs and Voluntary Sector. Funding allocated from CCG for specific project to address loneliness across 4 areas of the district (Greatwood and Horse Close, Bentham and Settle plus pilot run in Sutton in Craven). Also supported bid for voluntary sector. Conference held on asset based community development approach for 5/6th November to kick start the project. Skipton DfC registered as working towards becoming Dementia Friendly and supporting Craven wide steering group. 3 scam awareness sessions delivered at community cafes by Community Safety Officer, 3 more are planned.	SH	24/01/19	Amber	
- Delivering the Member ward grant	CP 18/21/10 - Enable community	Jun 2018 - Review Ward Member Grant Scheme and	Partnerships & Communications	Report on Ward Member Grants taken to Policy Committee and agreement to run scheme for the	SH	24/01/19	Green	

programme - Providing support to a range of community groups across the District and facilitating community projects including working with the Friends of Aireville Park (FOAP) to fundraise for a new playground launched in 2016 - Maximising the use of Planning Gain to provide funding for community projects	groups across the District to achieve their ambitions	report to Policy Committee Nov 2018 - Fundraising target met for new playground in Aireville Park Sep 2018 - Annual planning gain report to CLT		next three years. Scheme is now taking applications again. Community Fundraising target met for new playground and contractor now on site with Phase 1 of playground completed. Funding for Phase 2 has now been finalized as long as can deliver this financial year which will be possible. Planning Gain report completed and taken to September CLT. Ward Member Grants - 33 projects awarded funding to date (some are joint councillor supported projects)				
Create greener communities								
- Promoting and increasing take up of the Council's commercial recycling scheme - Encouraging residents to recycle more of their household waste to achieve household recycling targets and maximise income from recycled waste - Exploring the option of a joint waste authority with North Yorkshire Partners	CP 18/21/11 - Reduce waste to landfill and increase re-use and recycling	Mar 2019 - Continue to promote the Council's commingling recycle scheme Mar 2019 - New methods of collecting commercial waste by weight/volume finalised and new service introduced Mar 2019 - Continue to explore the options of a joint waste authority with North Yorkshire Partners	Waste Management	Recycling continues to be promoted. Stickers have been placed on all residential recycling bins informing residents of what can and cannot be recycled. Further information will also be provided in Council Tax Bills being sent out in March 2019 Procurement of a new software system to deliver the new Commercial Waste model has been completed and we are on track to deliver the new model by the 1st April 2019. Work continues with sub-regional partners to develop a business case for a joint waste authority for consideration by the sub regional Chief Executive Group in the Spring of 2019. The Partnership have also had initial discussions how as a sub-region we might respond to the Governments' Resources and Waste Strategy to increase recycling.	WA	23/01/19	Green	
- Working with relevant agencies to implement the powers contained in the Anti-	CP 18/21/12 - Make Craven's public spaces cleaner, safer and	Mar 2019 - Implement the Cleaner Neighbourhoods action plan	Waste Management	The Cleaner Neighbourhoods Action Plan has been reviewed and re-drafted. Cleaner Neighbourhoods Enforcement Policy currently in draft form will be considered by Policy Committee	WA	23/01/19	Green	




Social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour	greener			in March 2019. Policy Committee at its meeting in December considered the introduction of Public Space Protection Orders (PSPOs) to deal with Dog Fouling. It was the decision of Committee that they would not be introduced at present however they would be kept under review. We would however increase overt surveillance and work with community organisations to support our own dog patrols.				
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Updaters:- Sharon Hudson (SH), Wyn Ashton (WA)

INDICATORS

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
RC	EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	452	443 kgs. Q3 estimated.	111	124		222	245		332	370	
RC	EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	42.47%	43.32%. Q3 estimated.	43.32%	40.97%		43.32%	40.70%		43.32%	39.11%	







Annex C – Council Priority Financial Sustainability - ensuring a self-sustainable Council

Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Eliminate the reliance on Government Revenue Support Grant by 2020								
- Reviewing and implementing the Council's Long Term Financial Strategy 2018/2022 - Undertaking a budget consultation with residents and stakeholders	CP 18/21/13 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	Sep 2018 - Review of Long term Financial Strategy to Policy Committee Dec 2018 - Complete budget consultation with residents and stakeholders	Financial Management	The Budget consultation has been completed and the results analysed. the information will be presented to members at Policy Committee on 5 February as part of the budget setting process. The outcomes from the consultation will be used to inform the Council Plan from 2020 onwards.	NC	24/01/19	Green	
- Implementing the Council's Income and Savings Plan - Exploring and exploiting opportunities to the Council presented through devolution	CP 18/21/14 - Improve the Council's commercial acumen and generating additional income	Ongoing - Income and Savings Plan monitoring through Budget Monitoring to Policy Committee As required - Exploration and exploitation of opportunities arising due to devolution	Financial Management	Target of £300k savings deliverable by 31 March 2019 set for 2018/19. Achieved £22k by end of Q3 with further £42k expected to be delivered by 31 March. The year on year impact of these initiatives is £127k going forward.	NC	24/01/19	Red	
- Implementing the Council's Acquisition and Regeneration Investment Strategy to provide a framework for the acquisition of property assets to improve the well-being of the District - Implementing key projects in the Asset Management Plan - Delivering a range of schemes through our Joint Venture Company to make best use of Council owned marginal land	CP 18/21/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	Ongoing - Council's Acquisition and Regeneration Investment Strategy Apr 2018 - Advertise Aireville Park play area project on YORtender Sep - Dec 2018 - Aireville Park play area project - Construction on site - Phase 1 Sep 2018 - Tender value for money report for Back Gate, Ingleton Oct/Nov 2018 - Contractors on site Back Gate, Ingleton Nov 2018 - Submit planning application for Low Demesne, Ingleton Nov 2018 - Mar 2019 - Aireville	Property Services	The tender process for the new grounds maintenance contract has been completed. Aireville Park Phase One has been completed. Phase Two will complete at the end of March. Back Gate, Ingleton - Planning application now to be submitted in February. Changes were required due to proximity of sports areas leading to a redesign of the site layout and number of properties. We anticipate being on site in September 2019. Low Demesne, Ingleton - Layout has had to be redesigned due to the cost of providing split level housing. Planning application should now be submitted in March/April with a view to being on site in September 2019. North Parade, Skipton - to go to planning in February. Townend Close, Glusburn - Four houses	SA	06/02/19	Amber	

sites to support regeneration and growth across the District		Park play area project - Construction on site - Phase 2 Jan 2019 - Tender value for money report for Low Demesne, Ingleton Jan 2019 - Award the new grounds maintenance contract Mar 2019 - Contractors on site at Low Demesne, Ingleton		completed. Harper Grove, Sutton - Three houses due for completion in the year.				
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Updaters:- Nicola Chick (NC), Stanislaw Andryszewski (SA)

INDICATORS

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
FS	FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,903,704	£5,716, 658 / Q1 £5,726,341 / Q2 £5,652,408 / Q3 £5,767,800	5,726,341	5,455,617		5,692,166	5,620,285		5,767,800	5,652,699	
FS	FM 14.Q	Financial Management - Additional savings and income generated (Q)	112,000	£300,000	75,000	3,000		150,000	12,000		225,000	12,000	

Annex D – Council Plan Indicators
















	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
EC	EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	23	69 in line with Council Plan	17	12		35	25		52	28	
RC	EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	452	443 kgs. Q3 estimated.	111	124		222	245		332	370	
RC	EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	42.47%	43.32%. Q3 estimated.	43.32%	40.97%		43.32%	40.70%		43.32%	39.11%	
FS	FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,903,704	£5,716, 658 / Q1 £5,726,341 / Q2 £5,652,408 / Q3 £5,767,800	5,726,341	5,455,617		5,692,166	5,620,285		5,767,800	5,652,699	
FS	FM 14.Q	Financial Management - Additional savings and income generated (Q)	112,000	£300,000	75,000	3,000		150,000	12,000		225,000	12,000	
EC	RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	31.1%	Context Indicator - no target set		11.1%			1.1%			4.7%	
EC	RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	95	100	25	11		50	26		75	52	
EC	RE 16.Q	Economic Development - The number of new business formations (Q)	287	Context Indicator - no target set		80			133			191	
EC	RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan									
EC	RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	408.7	Context Indicator - no target set									
EC	RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	230	230 for CDC	58	17		115	37		173	86	

Collected annually:-

RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares

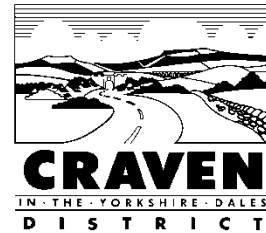
RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation

Annex E – Additional Information - Benefits and Planning Indicators

Reference	Name	2017/18 Actual	Annual Target 18/19	Q1/18/19 Target	Q1/18/19		Q2/18/19 Target	Q2 Actual		Q3/18/19 Target	Q3 Actual	
FR 10.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	2,873	Context Indicator - no target set		2,875			2,826			2,871	
FR 11.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	6.3	7 days	7.0	8.5		7.0	8.2		7.0	7.8	
FR 12.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	18.6	22 days	22.0	19.6		22.0	20.2		22.0	21.2	
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	52.63%	60%	60.00%	50.00%		60.00%	41.67%		60.00%	41.18%	
RP 11 (NI 157b).Q	Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	48.51%	65%	65.00%	48.39%		65.00%	43.31%		65.00%	48.24%	
RP 12 (NI 157c).Q	Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	64.04%	80%	80.00%	62.38%		80.00%	67.48%		80.00%	71.67%	

Policy Committee 5th March 2019

ATTRACTING YOUNGER PEOPLE TO CRAVEN ACTION PLAN



Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: All Wards

1. Purpose of Report

To introduce the action plan for the Attracting Younger People Programme and agree that Craven District Council makes a financial contribution to delivering aspects of the action plan.

2. Recommendations

Members are recommended to:

- 2.1 Agree the contents of the Attracting Younger People Action Plan.
- 2.2 Allocate a contribution of £20,000 from the New Homes Bonus Reserve towards the delivery of the Attracting Younger People Action Plan
- 2.3 The Chief Executive in conjunction with Leader of the Council will agree with partner authorities how the budget shall be used.
- 2.4 Appoint the Leader of the Council to the Yorkshire Dales Attracting Younger People Families Group until Annual Council 2019 and thereafter the appointment to go with the office of Leader of the Council.

3. Background

- 3.1 The Policy Committee report, Attracting and Retaining Families and Younger People to Craven and the Yorkshire Dales on the 19th June 2018, set out some of the key issues that we are facing relating to the loss of younger people from Craven and the wider Yorkshire Dales. Members agreed that an Action Plan, developed in conjunction with our neighbouring authorities would be brought to a future Policy Committee.
- 3.2 The Action Plan has been developed by Craven DC, Eden DC, Richmondshire DC South Lakeland DC and the Yorkshire Dales National Park Authority. It sets out a range of objectives and then lists a set of actions that relate to housing, better jobs, community services and promotion of the Dales.

AGENDA ITEM 8

4. **Summary of the Action Plan**

- 4.1 The reasons for this decline are varied, and therefore the action plan tries to take a holistic approach. Some of the actions are shared activities between partners but others are specific to Craven and these form our commitment to the programme. Projects such as enhancing Grassington and the delivery of housing sites in Horton in Ribblesdale and Airton have already been to Full Council and are therefore in a more advanced stage. It is intended that the action plan will evolve as actions are completed and new requirements and opportunities are identified and there is a Steering Group comprising of authority Leaders and Chief Executives and this group will regularly review the progress of the actions and shape the action plans further development.
- 4.2 The programme objectives to be delivered across the Yorkshire Dales National Park by 2024 are:
- Create at least 400¹ new dwellings in a range of tenures, sizes, types and prices
 - Increase the number and quality of jobs, so as to increase gross value added (GVA) by 10%².
 - Deliver at least one significant economic development project in each of Craven, Eden, Richmondshire and South Lakeland.
 - Connect Grassington, Hawes, Reeth, Sedbergh, and their surrounding 'service villages', to fibre-to-the-premises broadband, and secure at least the Universal Service Obligation (10 mbps) for the rest of the National Park
 - Provide basic mobile phone coverage across the National Park, and ensure 4G (or better) services are available on all networks in Grassington, Hawes, Reeth, Sedbergh and their surrounding service villages
 - Seek to retain access to local services — like primary schools and GP surgeries — that are essential to the long-term viability of local communities.
 - Undertake a 5-year programme of measures to promote the National Park as a place to live for younger, working age households.
- 4.3 There are a number of actions where Craven District Council is currently the lead organisation or will play a significant role. These are set out in the table below and the expected Craven DC role is highlighted.

¹ New YDNP target = 55 p.a. Added 10 p.a. for new area of National Park.

² Currently £400 million (Employment-based GVA estimates, 2016, Cumulus Consultants)

AGENDA ITEM 8

Project		Action	Craven DC Role
Building more housing that is more affordable			
1	Implementing the Local Plan	Deliver housing schemes on allocated housing sites	Full Council have agreed to develop small housing sites in Horton in Ribblesdale and Airton.
2	Developing the local building industry	Interventions to support/boost capacity of small local building companies	Deliver a conference/ workshop to support small local building companies
5	Future Dales Housing	Run a RIBA competition to design two innovative, flexible accommodation developments for young people.	Through the Great Place Scheme we are running a RIBA competition for the housing site in Horton in Ribblesdale
7	Planning for future housing need	Assess the scale of the population and infrastructure needed to retain viable local primary schools in the National Park.	Working the YDNPA and NYCC we will produce an assessment of the minimum requirements to maintain a viable village school.
Creating better jobs			
8	Barriers to Business	Carry out study into perceptions/barriers to ‘footloose’ businesses relocating to YDNP	CDC to lead on a series of focus groups with businesses on the locational and start up barriers in rural areas.
9	Better Business Accommodation	Deliver 1 key regeneration project in each district. Potential sites (allocated/existing employment sites):	
		Threshfield Quarry	Craven Barnfield Regeneration Company is exploring the feasibility of creating an enterprise park in Threshfield Quarry.
		Langcliffe Quarry	Craven Barnfield Regeneration Company is developing a scheme that supports local businesses to locate to Langcliffe Quarry.
Retaining essential services and infrastructure			
11	Strengthening our Services	Maintain and improve the quality and range of services for residents and visitors	Focus work on Grassington as one of the four key service centres in the National Park. Action Plan agreed at the November Policy Committee.
Promoting the National Park as a place to live			
12	Research the Barriers to	Carry out research to identify the cultural, social and economic barriers	Part of the Great Place project, the research

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	Living in the Dales	to younger people living and working here.	findings will be used to inform the future development of the Action Plan
14	Marketing Living in the Dales	Develop brand and marketing plan to attract families and businesses	Part of the Great Place project, development and delivery of a brand and marketing plan in 2019
15	Cultural Activities	Developing cultural events that are aimed at a younger audience	Part of the Great Place project this will be delivered throughout 2019/20
		A series of small events in spaces and venues developed by younger people for younger people	Part of the Great Place project, this will be delivered throughout 2019/20

5. **Resources to Deliver the Action Plan**

- 5.1 There will be the requirement for a budget to deliver many of the actions set out in the plan. It is proposed that each of the five key partners to contribute a one-off contribution of £20,000 to a shared delivery fund to support activities such as the holding of workshops, carrying out promotional campaigns and specialist legal advice. For specific projects that require Committee endorsement or additional resources they will go to Policy Committee as usual.
- 5.2 Addressing the loss of younger people from Craven and the delivery of the Action Plan in particular is a significant piece of work. Some aspects such as community led housing and the delivery of housing sites are already part of the work programme of Strategic Housing and the Assets and Facilities Team respectively but other areas are in addition to our current work programme. To address this shortfall a new post of a Town Centre Development Officer to support the economic, community and tourism development in our towns and villages has been approved as part of the 2019/20 budget round.

6. **Implications**

6.1 **Financial Implications**

The additional cost arising from the report is Craven DC's contribution of £20,000 to the shared delivery fund. The budget will be sourced from the New Homes Bonus.

We will hold Craven District Council's contribution to the budget until there is agreement of expenditure by the Chief Executive in association with other authorities.

In addition there is the cost of the Town Centre Development Officer which will be the subject of the 2019/20 budget setting process.

6.2 **Legal Implications**

There are no legal implications directly relating to this report.

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6.3 Contribution to Corporate Priorities and the Community Strategy –

The delivery of the Attracting Younger People Action Plan will contribute to achieving the following corporate priorities:

- Building a Prosperous District
- Stronger Communities with Excellent and Accessible Services
- Creating Healthy and Vibrant Communities Through Culture and Sport
- Protecting and Enhancing the Environment

6.4 Risk Management – There are no risks relating to this report.

7. Consultations with Others

Finance and Legal teams

8. Access to Information: Background Documents –None.

9. Author of the Report

David Smurthwaite, Head of Economic Development

Tel: 01756 747621; Email: dsmurthwaite@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

10. Appendices

Appendix A – Attracting Younger People Action Plan

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Appendix A

Attracting Younger People: Action Plan

Project		Action	Description	Timescale	Lead partner	Cost
Building more housing that is more affordable						
1	Implementing the Local Plan	Create a public register of allocated housing sites and extant permissions.	This is maintained and can be accessed here: Delivering-new-homes	Done	YDNPA	In house
		Identify key allocated housing sites where intervention is needed to deliver development.	YDNPA has written to owners of allocated sites to understand the reasons why there has been no progress. Now partners will work with Homes England and others to agree an approach to unlock each site.	Short	All DCs YDNPA	In house
		Explore Compulsory Purchase of undeveloped sites	Scope out the process and tests that would need to be passed in order to begin Compulsory Purchase of undeveloped sites	Short	RDC	
		Deliver housing schemes on allocated housing sites	Public sector and RSL direct delivery of some allocated sites such as Horton and Airtton (CDC) and West Witton (RDC)	Med	All DCs	Site specific
2	Developing the local building industry	Interventions to support/boost capacity of small local building companies	Deliver an initial conference/workshop to support small local building companies to increase the housing delivery rate	Short	CDC	
		Study to identify options for reducing housing build costs	A piece of work to establish whether build costs are higher in the National Park area and whether there are options available to reduce those costs.	Med	RDC	£5-8000
3	Dales Community Housing	Investigate feasibility of establishing a Dales-wide Community Land Trust	Feasibility work would need to focus on whether a new CLT should be started from scratch or whether existing projects could be linked under one umbrella CLT in order to speed up community-led and self-build housing.	Short	RDC	£5-8000
4	Exception Sites	Identify viable 'exception sites' for affordable housing.	Carry out analysis to identify potentially viable exception sites for affordable housing development. Already completed for Richmondshire.	Short	YDNPA	In house
		Promote the development of identified exception sites through housing enablers	The list of identified exception sites will be incorporated into the Rural Housing Enablers' work plans to bring these sites forward in each District.	Med.	All DCs	
		Support small-scale housing development in	Develop proposals for a programme of support to deliver	Med	RDC	In house

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		villages across the Park	small-scale affordable housing in 25 (of the 100) ‘service villages’ over next 10 years using all means available to partners including direct delivery, CPO and exception sites.			
5	Future Dales Housing	Run a RIBA competition to design two innovative, flexible accommodation developments for young people.	Through the Great Place Scheme we are running a RIBA competition for the housing site in Horton in Ribblesdale plus one other.	Med	CDC, SLDC YDNPA	£60k
		Create a new Dales vernacular	Commission architects to design new ‘vernacular’ for modern housing – to include aims to reduce build costs; increase sustainability (energy use etc.), and be sympathetic to landscape character.	Short	YDNPA	£30k
6	State of the Park	Assess the socio-economic ‘state of the Park’	Commission a detailed study into the current socio-economic conditions in the National Park to provide a baseline and inform future policies and action.	Short	YDNPA	£40k
7	Planning for future housing need	Review the five-year housing land supply.	The review of the five-year land supply is aimed at ensuring there is sufficient to meet the housing targets. The timetable for review to be approved by the Authority in March.	Med	YDNPA	In house
		Assess the scale of the population and infrastructure needed to retain viable local primary schools in the National Park.	Working with Cumbria CC and NYCC we will produce an assessment of the minimum requirements to maintain a viable village school	Med	CDC, YDNPA	In house
Creating better jobs						
8	Removing barriers to Business	Carry out study into perceptions/barriers to ‘footloose’ businesses relocating to YDNP	Carry out a series of focus groups with businesses and agencies on the locational and start up barriers in rural areas.	Med	CDC	£5k
9	Better Business Development	Deliver 1 key regeneration project in each district. Potential sites (allocated/existing employment sites):				
		Threshfield Quarry	Craven Barnfield Regeneration Company is exploring the feasibility of creating an enterprise park in Threshfield Quarry.	Long	CDC	Site specific
		Former Linton Camp site	Planning application submitted for redevelopment of the site for tourist accommodation	Short		
		Langcliffe Quarry	Craven Barnfield Regeneration Company is developing a scheme that supports local businesses to locate to Langcliffe Quarry.	Short		Site specific

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		Toll Bar, Sedbergh		Med	SLDC	
		Baliol School, Sedbergh		Med		
		Farfield Mill, Sedbergh		Med		
		Carrs Billington, Askrigg	These sites can all be identified as potential projects within the RDC Economic Action Plan but would need a range of different actions connected with promoting/delivering regeneration – i.e. feasibility work would be short term but implementation of a deliverable regeneration project would be long term in each case.	Long	RDC	Site Specific
		Yore Mill, Aysgarth		Long		
		Land north of Reeth Dales Centre		Long		
Retaining essential services and infrastructure						
10	Improving Digital Communication	Increase mobile phone coverage	Review 3 mobile ‘not spots’ to identify the best areas to build and costs to construct the proposed mobile infrastructure. NYCC Review currently underway. Sites are(A684 West of Leyburn near Sissy Bank; North End of Coverdale; Appletreewick)	Short	All DCs	
		Provide a National Non Domestic Rate ‘holiday’ for new rural mobile infrastructure where no mobile service is currently available	Relevant areas currently being identified/agreed with NYCC	Short	RDC	
		Accelerate roll-out of super-fast and hyper-fast broadband Fibre-to-the premises in Grassington Fibre-to-the-premises in Hawes Fibre-to-the-premises in Reeth Fibre-to-the-premises in Sedbergh	Dependent on discussions/liaison with NYCC Dependent on discussions/liaison with NYCC Dependent on discussions/liaison with NYCC Hyperfast ftp broadband being installed by B4RN.	Med Med Med Short	CDC RDC RDC YDNPA	
11	Strengthening our Services	Maintain and improve the quality and range of services for residents and visitors	To support the improvement of services in and around the service settlements of Grassington, Hawes, Reeth and Sedburgh by working with partners to create sustainable models.	Med	CDC RDC YDNPA	In house
Promoting the National Park as a place to live						
12	Removing Barriers	Carry out research to identify the cultural, social and economic barriers to younger people living and working here.	Part of the <i>Great Place</i> project, the research findings will be used to inform the future development of the Action Plan	Short	CDC, SLDC, YDNPA	
13	Local Occupancy Housing	Promote ‘YDNP ‘local occupancy’ housing,	Make clear that ‘local occupancy’ housing is available to people moving into the Park for e.g. work, education etc..	Short	YDNPA	In house
14	Marketing Living	“Move to the Dales” events.	Develop and run a package of “get-to-know-the-Dales”	Med	YDNPA	

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	in the Dales		events, Q&A sessions etc. for people who might be considering moving into the National Park			
		Develop a brand and marketing plan to attract families and businesses	Part of the <i>Great Place</i> project, development and delivery of a brand and marketing plan in 2019	Med	CDC, SLDC, YDNPA	
		Support the Dales Tourism Network's 'Live, Laugh, Love' project to showcase the benefits of living in the Yorkshire Dales	Project launched. Dales Discoveries - Live in the Yorkshire Dales	Short	YDNPA	£5k
15	Cultural Activities	Developing cultural events that are aimed at a younger audience	Part of the <i>Great Place</i> project this will be delivered throughout 2019/20	Short	CDC, SLDC, YDNPA	
		A series of small events in spaces and venues developed by younger people for younger people	Part of the Great Place project, this will be delivered throughout 2019/20	Short	CDC, SLDC, YDNPA	

Policy Committee – 5th March 2019

Potential Tour de Yorkshire 2020 Start in Skipton



Report of the Chief Executive

Lead Member: Councillor Myers

Ward(s) affected: All

1. **Purpose of Report** – To ask Members to consider putting Skipton forward as a potential host location for the 2020 Tour de Yorkshire (TdY)
2. **Recommendations** – Members are recommended to:
 - 2.1 Agree to put forward Skipton as a potential host town for a TdY 2020 Start in Skipton.
 - 2.2 If Skipton is chosen as a host town for the 2020 event, to set aside £180k from the New Homes Bonus, localism reserve, in order to underwrite the total costs associated with the event.
 - 2.3 To note that a more detailed report will be brought to a future Policy Committee if Skipton is chosen as a host location and following detailed negotiations with the race organisers and potential sponsors and partners.
3. **Report**
 - 3.1 **Background**
 - 3.11 The Tour de Yorkshire annual cycle race, a legacy of the 2014 Tour de France Grand Depart, is now recognised as one of the pre-eminent cycle races in Europe and is a UCI-approved 2.1 Europe Tour international cycle race. It is also viewed as an outstanding event in the international cycling calendar, with some of the top international teams taking part and a two day women's race. The event has continued to grow in terms of size, stature and the economic benefits it brings to the region. Settle successfully staged a finish of the race in 2016 and in addition the race route has included areas of Craven every year, attracting large crowds since it was first launched in 2015.
 - 3.12 One of the main benefits of being involved in the race is both the immediate economic benefits from visitors attracted to the area to view the race but also the long term benefits from the extensive TV coverage and pre race publicity which show cases and promotes the local area.

- 3.13** Competitive cycling in Yorkshire is becoming synonymous with large crowds and stunning scenery which is one of the reasons the UCI World Championships will be hosted in Yorkshire in September 2019. Two of the championship races will pass through Craven; the Junior men's road race on Thursday 26th September and the Elite men's road race on Sunday 29th September.

3.2 Impact of TdY

3.21 Coverage

The most recent edition of the race took place over four days 3-6 May 2018. Day four saw the competitors passing through Craven, travelling through Sutton, Cross Hills, Skipton, up through Embsay, Eastby, Barden, Burnsall, Kettlewell up over the infamous Park Rash climb and on up to Coverdale. This same route will be used again for the 2019 TdY race.

According to research and media monitoring conducted by Welcome to Yorkshire an estimated 2.6m spectators lined the route over the four days.

- 79% of spectators were from Yorkshire with 21% from elsewhere in the UK or abroad.
- The race was televised to 190 Countries and watched by a global audience of 12.5 million.
- 40 Global Broadcasters covered the action – up from 34 in 2017.
- 1270 hours of TV coverage worldwide.
- 20 hours of live broadcast on ITV.
- The race passed through 120 towns and villages.
- 265,000 fans on social media.
- 1.1 million on-line views of the event.

3.22 Economic Impact

- 3.23** Research on the economic impact of the tour was carried out by an independent research company Grasp in conjunction with Leeds Beckett University. This concluded that:

- The value to the Yorkshire economy was £98m. Up from £63.5m in 2017.
- Accommodation spend increased by 49% on the previous year; up to £41.2m
- Non accommodation spend (food, drink, souvenirs etc...) increased by 58% to £56.8m.

- 3.24** It is also interesting to note that across Yorkshire there has been a record-breaking number of international visitors during the first half of 2018, outperforming any other region in England. Compared to the same period in 2017, visitors to Yorkshire increased by 8% with 647,000 international tourists visiting the county between January and June 2018. Spend has also increased during the first half of 2018, by 1% according to data published by VisitBritain. Yorkshire is also the only region to see an increase in both spend and visitor numbers for this period.

4. Potential Start in Skipton

- 4.1 The 2020 Tour de Yorkshire will be held over four days from 30th April to 3rd May. Hosting a start in Skipton on one of those days would enable a route to be planned that would predominately take in the Three Peaks area of the Yorkshire Dales National Park, an area which has not featured in the race previously and would showcase this iconic landscape to the world. Although we can give no guarantees as to the day allocated for a start in Skipton or what the route would be (which is determined by the organisers ASO after the 2019 race has taken place), we have been lead to believe a start in Skipton would lend itself to a route of this nature. As well as providing a stunning backdrop for the riders and TV coverage it would also provide coverage and publicity for communities that haven't had the chance to feature before and benefit from the positive economic impact the race brings.
- 4.2 The YDNPA have already committed an allocation of up to £50k from their Opportunities Fund, as a potential contribution towards a start of the 2020 edition of the Tour de Yorkshire in Skipton. This is on the provision the route would take in a large portion of the National Park.
- 4.3 As this funding is dependent on final confirmation of the route by ASO, we would not be able to confirm the total contribution until early 2020. For the 2016 finish in Settle YDNPA had provisionally allocated £20k toward the costs of hosting the event again dependant on the route taking in a large portion of the national park. The route was changed at the last minute and meant not as much of the national park featured in the route as we had been led to believe. This meant YDNPA scaled back their contribution to £10k.
- 4.4 Skipton BID have also been approached in confidence about supporting a potential bid for a Skipton start. Initial conversations have indicated they would be prepared to also make a contribution to the partnership bid. This proposal would need to be taken to the Skipton Bid board as part of a formal approval process.

5. CDC involvement

- 5.1 In order to have 'Host Town status the Council would be required to pay a hosting fee of £100,000 to ASO and to commit to providing certain facilities for the event i.e. event infrastructure. The Council will be able to source supplies independently and as in the Settle finish in 2016 use NYCC's event procurement framework to ensure best value.
- 5.2 We will continue to seek sponsorship and partnering opportunities to minimise the direct costs to the district. These will be the subject of on-going discussions should Members approve to seek host status for Skipton. However, it is worth noting that we were unable to gain private sponsorship for the Settle Spectator Hub due to a

conflict of interest with the official Tour de Yorkshire sponsors which were from the food, banking or motor industry and severely limited our options at that time.

- 5.3** There is also the possibility of holding a parallel festival event alongside the start area which will encourage spectators to either stay or come and watch the race on a big screen and to take part in events/entertainment provided alongside the race and keep visitors in the area for longer. This was a premise that worked well in Skipton during the Tour de France when the race just passed through the town and Settle for the TdY finish.
- 5.4** A report will be brought before a future Policy Committee setting out in more detail the anticipated costs and likely direct contribution required from the Council if we acquire host status, but £180k would have to be set aside in the first instance to underwrite the whole event. This budget would include event and project management and associated costs such as waste management and including a temporary project officer as in 2016. For a project of this nature it is best practice to have an officer solely concentrating on event delivery. It would not cover officer time dedicated to the event from various services across the authority or indeed that of the lead officer for the event the Communications, Customer Service and Partnerships Manager.

6 Working with Welcome to Yorkshire

- 6.1** The main aim of hosting this event is to stimulate positive coverage and attention on Skipton and the other communities the race would pass through as well as promoting the District as a destination to visit and do business with. We would encourage local communities to get involved. Roadshows would be arranged in local communities on the route to present question and answer sessions to those businesses who are looking to capitalise on the event not only during the race weekend but beyond.
- 6.2** If successful as a host town Skipton would feature as a host town on the 2020 Tour de Yorkshire website with a page devoted to promoting the town to visitors. When the Tour de Yorkshire finished in Settle in 2016 we worked with the media team at WtY and the town benefited from extensive media coverage in addition to the race coverage on ITV4 and Eurosport. ITVs Good Morning Britain broadcast their weather reports from the town and featured the Naked Man Café staff on one of their broadcasting segments. ITV Calendar and BBC Look North broadcast their evening news shows on location at the finish. Aunt Bessie's, one of the race sponsors filmed an ad in the town that went out during the race coverage.
- 6.3** In 2016 when Settle featured in the race as a finish Welcome to Yorkshire put a value of £116M for the national media coverage gained from the event.

7. Cost implications

- 7.1** There are clear cost implications for the Council if Skipton was approved to seek host town status. An indicative budget is given below:

ASO hosting fee	£100,000
Operational costs of being host town (e.g. stewarding, barriers first aid, waste management etc.)	£45,000
Potential costs of cycling festival (e.g. big screen, interactive events, event management, project management etc.).	£35,000
Total	£180,000

- 7.2** It is requested that if Skipton is approved as potential host town the provisional budget is allocated from the New Homes Bonus, Localism Reserve.

7.3 Funding Support

If we are successful in securing sponsorship or partner contributions this will be offset against the indicative budget. Provided the route took in a large area of the YDNP the authority would be prepared to contribute £50k. Skipton Bid have also indicated they would be willing to make a contribution up to £30k, subject to board approval. We would also seek a contribution from Skipton Town Council as well as trying to attract other sponsorship. This could mean that the CDC commitment to underwrite £180k the actual contribution from CDC could be £80-£100K.

8. Implications

8.1 Financial Implications

To be funded by New Homes Bonus, localism reserve with sponsorship and partner contributions sought. At this stage the Council will have to underwrite the total amount.

- 8.2 Legal Implications** – Any agreement relating to the Council becoming a ‘host town’ for the Tour de Yorkshire will be the subject of a legal agreement between Welcome to Yorkshire and ASO and the District Council.

- 8.3 Contribution to Council Priorities** – The event contributes to the two Corporate Priorities; Resilient Communities and Enterprising Craven by working with Welcome to Yorkshire and other partners to maximise the benefit of the Tour de Yorkshire to Craven's economy. It also supports the cycle legacy plan adopted by the Council March 3rd 2015, POL 652, which has amongst its specific aims developing cycle events and festivals.

- 8.4 Risk Management** – Craven District Council will carry out an overarching risk assessment for the delivery of the event using the Council's CRAM procedure if Skipton is approved as a host town. This will be circulated to all delivery partners. It

will identify the key risks, control measures and lead responsibility. Once this has been completed any significant risks will be added to the Council's Risk Register.

The safety implications resulting from the event will be addressed as follows:

- Traffic Management including the rolling road closure is the responsibility of NYCC and NYP
- Spectator safety is the responsibility of Welcome to Yorkshire working in conjunction with CDC, NYCC and NYP
- Cycling Festival will be managed by a simple set of rules based on the Council's Health and Safety Policy and an event plan submitted to the Safety Advisory Group

Any major incidents will be the responsibility of the Police, Emergency Services and Emergency Planning with support from Craven District Council

Partner and sponsorship funding will be sought but cannot be guaranteed, hence the need to underwrite the full costs by the Council

8.5 Equality Analysis – If funding for a Skipton start was approved an Equality Impact Assessment for the event would be undertaken.

8.6 Consultations with Others – Finance, Welcome to Yorkshire, Yorkshire Dales National Park Authority, Skipton Bid, Skipton Town Council.

9. Author of the Report – Sharon Hudson, Communications, Customer Service and Partnerships Manager Email:shudson@cravendc.gov.uk Tel No: 01756 706246

Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

10. Appendices – None

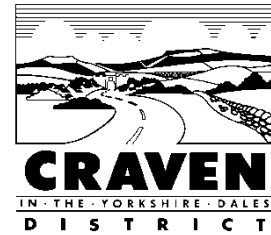
11. Background papers – Research on Economic Impact of 2018 race by independent research company Grasp and compiled by Leeds Beckett University

Media Impact of TdY – source Welcome to Yorkshire

Information can be found at <https://letour.yorkshire.com/the-latest/tour-de-yorkshire-boosts-county-s-economy-by-98-million/>

Policy Committee – 5th March 2019

Introduction of Electric Vehicle Charging Points



Report of Director of Services

Ward(s) affected: All

Lead Member: Cllr Lis

1.0 Purpose of Report

- 1.1 To provide Members with an update on the issue of electric vehicle charging points and the procurement of services, for the installation and management (including financial implications and locations) of the charging points.
- 1.2 To seek approval to amend the Parking Places Order to provide two electric vehicle charging points at the High Street Car Park, Skipton, further to the resolution of the Policy Committee on 24 July 2018.

2.0 Recommendations

Members are recommended to:

- 2.1 Approve the implementation of two electric vehicle charging points at the High Street (Skipton) car park based on the outcome of the procurement process
- 2.2 Approve the amendments to the current Parking Order set out in the draft Craven District Council (Off Street Parking Places) and Consolidation (Amendment) (Electric Vehicle Charging Points) Order 2019 (attached at Appendix 1) and provide delegated authority to the Director of Services in consultation with the Council Solicitor to publish the proposed amendments for statutory consultation in accordance with The Road Traffic Regulation Act 1984 (as amended) and associated regulations.

3.0 Background

- 3.1 On 24th July 2018, the Policy Committee resolved to introduce electric vehicle charging points on Council owned car parks and the Director of Services was authorised to commence the procurement of services for the installation and management of the charge points.
- 3.2 In addition to installation and management of the charge points, such provision requires an amendment to the Council's Parking Places Order.

4.0 Electric Vehicle Charging Points

- 4.1 In the report of 24th July 2018 to Policy Committee, members were provided with background information on the growing need for electric vehicle (EV) charging points to help facilitate the growth in electric vehicles in the UK.
- 4.2 The report went on to outline that EV charge points are unlikely to provide a large revenue stream to the Local Authority in the short term and that with current constraints on public finances an attractive model for being able to provide EV infrastructure is for it to be funded and managed by the private sector on a land lease/revenue share basis.
- 4.3 In addition, the report discussed that the choice of location is paramount to ensuring that an EV rapid charger is well utilised, with public car parks within a few minutes walk of shops/banks and/or refreshment facilities being ideal.
- 4.4 Through the report Members were given a typical agreement scenario based on the aforementioned leasing/revenue share basis and it is the basis of the information provided in that report that the specification for the procurement was developed.
- 4.5 On the closing date of the procurement, the Council received five proposals from companies involved in the supply/installation/management of electric vehicle charging points. The pre-determined evaluation criterion was applied to each submission and a company was selected that most closely met the requirements of the specification.
- 4.6 The investment required to be made by the private company is c.£70k for the installation of 2 EV charging points including all infrastructure, power etc. The Council will receive a percentage profit share on electric charge fees paid in exchange for a lease of 2 parking bays.
- 4.7 In conjunction with the procurement exercise undertaken, the Council considered that the proposed location and number of EV charging points - namely two charging points at the Skipton High Street car park (as a pilot project) was appropriate for the following reasons:-
 - 4.7.1 As an untried geographical area for publicly accessible EV charging, two points was considered an attractive proposition for the private sector to invest to test the market, and
 - 4.7.2 High Street car park is the most popular and perceived to be the most convenient for accessing other services e.g. shops, refreshment facilities etc
- 4.8 The parking bays to be used as EV charging points are to be the equivalent size to disabled parking bays and are best situated adjacent to a wall/fence. It is for this reason that the 2 bays proposed to be used are adjacent to the bowling green wall as indicated on the plan attached at Appendix B. This will therefore involve the re-provision of 2 disabled parking bays elsewhere within the High Street car park.

- 4.9 It has been determined that the re-provision of the 2 disabled parking bays can be achieved by utilising 2 end bays at the bottom of existing rows where there is sufficient space to provide the necessary hatched area required for a disabled bay.
- 4.10 Should the pilot scheme prove successful, and subject to further business cases the next steps would be to extend the charging point provision to other car parks including those in other areas of the district such as Settle.

5.0 Financial Implications

- 5.1 The provision of the Electric Vehicle Charging Points shall have a financial implication for the Council as set out below – although these costs can be met from existing budgets.

Item	Cost Est. (£)
Re-provision of 2 disabled parking bays within High Street car park	£500
Advertisements required for publishing the Parking Places Order amendments	£1,000
Legal/administrative costs for processing PPO amendments	£950
Total Cost Estimate	£2,450

- 5.3 In terms of impact on income it is difficult to provide a quantified formula, however, based on the current usage trends for the High Street car park there is an average 80% usage of the spaces on a daily basis and therefore the usage of 2 spaces as electric vehicle charging points will have minimal impact on income as space will still be available for general users.

6.0 Legal Implications

- 6.1 The Council is required to follow the statutory process to amend the Parking Places Order and to consider any objections that are made once the proposed amendments are published.

7.0 Contribution to Corporate Priorities

- 7.1 The approach supports the corporate priority of Enterprising Craven in that the charging points can be expected to stimulate economic growth in the long term. It

also supports the priority of Resilient Communities through creating greener communities.

8.0 Risk Management

- 8.1 By choosing to adopt a model whereby a private sector company make the financial investment, undertake all installation requirements and management of the service the Council has significantly reduced any risk factors for itself.

9.0 Consultations with Others

Solicitor to the Council

10.0 Access to Information: Background Documents

None

11.0 Author of the Report

Hazel Smith, Business Services Manager
01756 706310
hsmith@cravendc.gov.uk

Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

12.0 Appendices

Appendix A – Draft Parking Places Amendment Order.
Appendix B – Space Location Car Park Plan

Craven District Council (Off-Street Parking Places) and Consolidation (Amendment) (Electric Vehicle Charging Points) Order 2019.

Craven District Council (hereinafter called 'the Council') in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ('the 1984 Act') (as amended) and the Traffic Management Act 2004 and of all other enabling powers, with the consent of North Yorkshire County Council in accordance with section 39(3) of the 1984 Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the 1984 Act hereby makes the following Order:-

Citation and Commencement

1. The order may be cited as The Craven District Council (Off-Street Parking Places) and Consolidation (Amendment) (Electric Vehicle Charging Points) Order 2019 and shall come into effect on 2019.

Interpretation

2. Any reference in this order to any enactment shall be construed as a reference to that enactment as amended by any subsequent enactment.
3. The Interpretation Act 1978 shall apply to the interpretation of this order as it applies to an Act of Parliament.

Amendments

4. The order specified in the Schedule hereto shall have effect subject to amendments specified in that Schedule in respect of electric vehicle charging points.

**THE COMMON SEAL of
Craven District Council was
hereunto affixed the
day of 2019**

In the presence of

Chief Executive

SCHEDULE – Amendments

Electric Vehicle Charging Points

Name of Order to be Amended

The Craven District Council (Off Street Parking Places) and Consolidation Order 2017 ('the Order')

Extent of Amendments

In Article 2 of the Order insert the following definitions after the definition of 'Driver' each expression having the meaning assigned to it:-

'Electric Vehicle' means any vehicle as herein defined which is propelled entirely or partially by electricity and is capable of being charged from an external source.

'Electric Vehicle Charging Point' means an installation adjacent to an Electric Vehicle Parking Bay for the purpose of recharging the batteries of an Electric Vehicle by way of connecting leads.

'Electric Vehicle Parking Bay' means an area of the car park provided solely for recharging the battery of an Electric Vehicle by means of an Electric Vehicle Charging Point and defined as such by a sign surface marking or other indication as shown on Plan 1.

'Electric Vehicle Parking Bays' means provision of more than one Electric Parking Bay as so specified

In Article 4 of the Order the following paragraphs shall be inserted so as to be read at the end of Article 4:-

No vehicle other than an Electric Vehicle which is connected via a connecting lead to an Electric Vehicle Charging Point and is being charged shall be left in an Electric Vehicle Parking Bay.

An Electric Vehicle shall only be left in an Electric Vehicle Parking Bay for the period required to charge the battery of the Electric Vehicle up to a maximum stay of one hour.

Schedule 1 of the Order shall be amended so as to include two Electric Vehicle Parking Bays in the Parking Place as set out below:-

Name of Parking Place

1. High Street Car Park Skipton

The charges set out in Schedule 2 to the Order shall apply in exactly the same way to an Electric Vehicle Parking Bay as they do to any other Parking Bay specified within the Order

From the date of this order the two bays marked on Plan 1 shall operate as Disabled Parking Bays and shall operate as such in accordance with the Order

DRAFT

RECTORY LANE

Oddfellows House

Bowling Green

ROPE WALK

Proposed Ewp
Bays

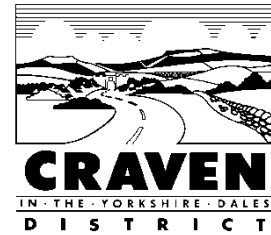
Proposed disabled bay

Proposed disabled bay



Policy Committee – 5th March 2019

Parking Places Order Amendment – Abandoned Vehicles



Report of Director of Services

Ward(s) affected: All

Lead Member: Cllr Lis

1.0 Purpose of Report

- 1.1 To request members approve an amendment to the Parking Places Order to provide clarity and thereby strengthen the ability of the Council in dealing with abandoned vehicles on the Council's car parks.

2.0 Recommendations

Members are recommended to:

- 2.1 Approve the amendments to the current Parking Order set out in the draft Craven District Council (Off Street Parking Places) and Consolidation (Amendment) (Abandoned Vehicles) Order 2019 (attached at Appendix 1) and provide delegated authority to the Director of Services in consultation with the Council Solicitor to publish the proposed amendments for statutory consultation in accordance with regulation.

3.0 Background

- 3.1 The Council's current Parking Places Order (PPO) there are provisions included that allow for the moving of vehicles as follows:

"If a vehicle is left in a Parking Place in a position other than in accordance with the provisions of Article 6 of this Order, a person authorised by the Council in that behalf, may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions."

And

"For the purposes of meeting the requirements of an emergency, a person authorised in that behalf by the Council or a police constable in uniform may alter or cause to be altered, the position of a vehicle in the Parking Place or remove or arrange for the removal of a vehicle from the Parking Place."

- 3.2 On review of the PPO, the current provisions do not provide the level of clarity required for the dealing with abandoned vehicles, for parking management purposes, where the vehicle may need to be removed from the car park.
- 3.3 It is proposed that an additional clause be added to the Parking Places Order, as set out in Appendix A, in order to provide the necessary clarity to deal with abandoned vehicles, should the need arise for parking management purposes.

4.0 Financial Implications

- 4.1 The amendment to the PPO will need to be advertised as part of the standard process for amending PPO's the cost of this is estimated to be around £1,000 together with legal costs of £950. These costs can be met from existing budgets.

5.0 Legal Implications

- 5.1 The Council is required to follow the statutory process to amend the Parking Places Order and to consider any objections that are made once the proposed amendments are published.

6.0 Contribution to Corporate Priorities

- 6.1 The approach supports the corporate priority of Financial Sustainability through the pro-active management of car parks.

7.0 Risk Management

- 7.1 The Council would benefit from having greater clarity within the terms of the order, to improve car park management by an express provision dealing with the removal of abandoned vehicles.

8.0 Consultations with Others

Solicitor to the Council

9.0 Access to Information: Background Documents

None

11.0 Author of the Report

Hazel Smith, Business Services Manager
01756 706310
hsmith@cravendc.gov.uk

Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

12.0 Appendices

Appendix A – Draft Parking Places Amendment Order.

Craven District Council (Off-Street Parking Places) and Consolidation (Amendment) (Abandoned Vehicles) Order 2019.

Craven District Council (hereinafter called 'the Council') in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ('the 1984 Act') (as amended) and the Traffic Management Act 2004 and of all other enabling powers, with the consent of North Yorkshire County Council in accordance with section 39(3) of the 1984 Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the 1984 Act hereby makes the following Order:-

Citation and Commencement

1. The order may be cited as The Craven District Council (Off-Street Parking Places) and Consolidation (Amendment) (Abandoned Vehicles) Order 2019 and shall come into effect on 2019.

Interpretation

2. Any reference in this order to any enactment shall be construed as a reference to that enactment as amended by any subsequent enactment.

3. The Interpretation Act 1978 shall apply to the interpretation of this order as it applies to an Act of Parliament.

Amendments

4. The order specified in the Schedule hereto shall have effect subject to amendments specified in that Schedule in respect of abandoned vehicles.

**THE COMMON SEAL of
Craven District Council was
hereunto affixed the
day of 2019**

In the presence of

Chief Executive

SCHEDULE – Amendments

Abandoned Vehicles

Name of Order to be Amended

The Craven District Council (Off Street Parking Places) and Consolidation Order 2017 ('the Order')

Purpose of Amendment

The purpose of this amendment is to improve car park management by providing for the removal from a Parking Place of a Vehicle that appears to be abandoned.

Extent of Amendment

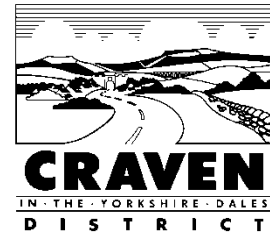
Insert into the Order the following as Article 53

Disposal of Vehicles abandoned in Parking Places

53. The Council may remove from a Parking Place any vehicle which has been or appears to have been abandoned and in such circumstance the Council may subsequently sell or otherwise dispose of such a Vehicle (in accordance with current legislation).

Policy Committee – 5 March 2019

COMMUNITY HOUSING FUND – UPDATE



Report of the Director of Services

Lead Member: Councillor Richard Foster

Ward(s) affected: All

1. **Purpose of Report** –

The report reviews expenditure of the Government's Community Housing Fund allocation to Craven District Council and updates Members on the progress of specific community led housing schemes across Craven which have benefited from this funding.

2. **Recommendations** – Members are recommended to:

- 2.1 Note the report and how the Community Housing Fund (CHF) has and is being used within the Council's District to increase the level of affordable housing.

3. **Background**

- 3.1 In December 2016, Government announced that it was awarding £60 million in revenue and capital via the newly created CHF for specified local authorities to tackle the problem of high levels of second home ownership in their communities.

- 3.2 Craven District Council was awarded £605,964 from the CHF. Across North Yorkshire, an amount was top sliced from each local authority's allocation (£18,179 for Craven). This was used to support a NY&ER wide 'Hub' to provide services and advice to newly forming community groups across the whole area for two years.

- 3.3 The work Craven Council has undertaken in respect of community led housing

was referenced in the House of Lords in November 2018 at a meeting of the Rural Economy Committee in the House Of Lords. Craven Council were recognised as using the Community Led Housing in a positive way by working with communities to deliver housing in rural areas. Whilst in previous years exception sites have been the most advantageous way to deliver housing in rural parishes Craven was mentioned as a Council who are proactively using community led housing to deliver homes across the District.

4. What has the Community Housing Fund supported?

4.1 The purpose of the CHF is to enable and facilitate community led housing opportunities. Eligibility criteria for community led housing are:

- That the community must be integrally involved throughout the process in key decisions;
- That community groups have a long term role in ownership, management and/or stewardship of the homes.

4.2 As of January 2019, a total of five community groups have benefited from the CHF in Craven.

Carleton in Craven

4.3 The first to approach Craven District Council for funding, this group owns a small parcel of amenity land in the centre of the village which can accommodate 2no. affordable rented bungalows. A trust has been established, comprising community members and members of the parish council. The group is working with Accent, a housing association, to deliver the homes. Plans have been designed and the group is hoping to submit a planning application within the next three months.

4.4 To date this group has been allocated a total of £3,368 in grant funding and has a committed allocation of a further £27,095. Part of this money will be used to pay Craven District Council for the removal of the covenant on the land they own.

Burton in Lonsdale

4.5 An active community group hoping to address the need for older persons' accommodation within their parish. Led by Councillor Ian Thompson, who facilitated a community meeting to generate support for a community led housing scheme, the group has identified a former school as a potential site and has commissioned architects to produce plans. The group has also recently applied to the CHF for legal funding to set itself up as a Trust and to progress with its plans.

4.6 To date this group has been allocated a total of £3,472 in grant funding to pay for architect's fees. A further £10,000 has recently been requested to fund the setting up of the Trust and obtain legal advice.

Otley Street Arts Group

4.7 A Skipton based charity, this Trust has long term plans to provide housing for aspiring artists alongside workspaces within the Skipton area. Having identified the former school site on Otley Road as having potential to deliver its plans, the Trust approached the CHF to obtain advice on how it could develop its ideas through working with a housing association and also to enquire about funding possibilities. Plans have been produced for a scheme that meets the group's requirements. In order to move forward this group will now need to establish themselves as a Trust to access the next level of funding that is available.

- 4.8 To date this group have been allocated £2,575 which has been spent on architect's fees. A further £10,000 has been committed to provide them with legal advice.

Skipton Town Council

- 4.9 Skipton Town Council has aspirations to develop a large scheme within Skipton on Town Council owned land to provide much needed shared ownership homes for local residents. The group has been working with an architect on their scheme and are now in a position to move forward and draw up firm plans for the site. They have the in-house technical expertise to develop the site without requiring assistance from a housing association. In order to access the next phase of funding, which will allow them to draw down grant in the region of £24,000, the Town Council is establishing itself as a legal Trust.
- 4.10 To date this group has been allocated a total of £5,425 on architect's and legal fees. A further £5,200 is committed to assist the group establish itself as a Trust.

Hartley Educational Foundation, Long Preston

- 4.11 The Hartley Foundation is an already established Trust that provides bursaries and grants to people in Long Preston to help further their education. Having noted that Long Preston has an ageing population and local primary schools in the area are closing, the Trust has decided to take it upon itself to develop homes in the parish to attract families to the area. Without families and school aged children the Trust has very little purpose. The Trust owns a number of parcels of land within the parish. They are currently in the very early stages of the process and have been provided with funding to take legal advice on the current set up of the Trust and how this would need to change to become a community led Trust. The CHF have advised them that the next steps are to organise a local meeting within the parish to discuss their plans with the community and gather support for their proposals.
- 4.12 To date grants of £10,000 have been provided to obtain legal advice on the structure of the Trust best suited to meet their needs.

5. The future of the Community Housing Fund in Craven

- 5.1 The CHF is gaining in popularity with groups all over the Craven District. The ones noted above are the most established, however new groups are continually emerging. Contact has been made by a further five groups who are all looking to progress community led housing schemes in one form or another. All of these groups are at some point likely to approach the CHF to help them move forward with their plans.
- 5.2 Out of the £605,964 originally allocated, a total of £513,209 is still available. In July 2018, Government launched the second wave of funding for community led housing projects. Bids for funds are administered through Homes England and are available in two phases. Phase One of the Community Housing Fund is for revenue funding for project-specific activities and capital bids for local infrastructure projects in order to support community-led housing developments. Phase Two provides grants to

eligible companies (Local authorities, housing associations and Registered Providers) to bid for grants for land acquisition and building costs.

- 5.3 Until Craven has fully allocated its funds to community led housing projects within the District, access to the second wave of the funding through Homes England, is unlikely to be possible. It is therefore important that the money the Council still holds is allocated swiftly to those groups who apply for funding.

6. **Implications**

- 6.1 **Financial and Value for Money (vfm) Implications** – The CHF allocation is additional funding allocated to the Council to tackle the problem of high levels of second homeownership in their communities. This funding is specific and is to be used only for its intended purpose.
- 6.2 **Legal Implications** – There are no specific legal implications arising from this report.
- 6.3 **Contribution to Council Priorities** – The recommendations directly contribute to a number of Council priorities, namely -

Enterprising Craven

‘Determining future land allocations for housing and employment and securing affordable homes , improving infrastructure throughout the District and supporting business growth’

- 6.4 **Risk Management** – There are no risks associated with the report other than reputational risk should the Council fail to deliver on its promises.

7. **Author of the Report -**

Emily Shepherd, tel. 01756 706286, e mail eshepherd@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.