

## POLICY COMMITTEE

(Online Only)

6.30pm on Tuesday 23<sup>rd</sup> June 2020

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

Substitutes : Conservatives – Councillors Handley, Metcalfe and Moorby; Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green: Brown.

## AGENDA

Please note that due to Covid-19, this meeting will be held remotely and will be livestreamed here <https://www.youtube.com/channel/UCdfb6ZRbYnZ1-rRliLmjUwg>

1. **Apologies for absence and substitutes** – To receive any apologies for absence and notification of substitutes.
2. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 16<sup>th</sup> June 2020 Attached.
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. **Finance Update** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To give an update on the potential financial implications of the national response to the Covid-19 pandemic and the actions the Council has taken and is developing in response.

6. **Craven Covid 19 Economic Recovery Plan** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To set out the emerging Covid 19 Recovery Plan for Craven and seek approval to allocate the Reopening High Streets Safety Fund.

7. **Amendment to Terms of Reference for Craven Spatial Planning Sub-Committee** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To present revised terms of reference for Craven Spatial Planning Sub-Committee to reflect adoption of the Craven Local Plan and future reviews, and to address recent changes to spatial planning legislation. To present a Scheme of Delegation to Officers relating to the designation of Neighbourhood Plan areas.

8. **Summary of Decisions taken by the Chief Executive during Covid 19**. – Report of the Solicitor to the Council (Monitoring Officer). Attached.

Purpose of Report – To inform the Committee of the urgent decisions made by the Chief Executive during the coronavirus (COVID-19) pandemic.

9. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.

10. **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  
Telephone: (01756) 706486  
E-mail: [committees@cravenc.gov.uk](mailto:committees@cravenc.gov.uk)  
15th June 2020

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

**POLICY COMMITTEE**  
**(On-line)**

16 June 2020

**Present** – The Chairman (Foster) and Councillors Barrett, Brockbank, Ireton, Lis, Morrell, Mulligan, Myers, Noland, Place, Rose, Solloway (substitute for Heseltine), Welch and Wheeler.

**Officers** – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Solicitor to the Council and Monitoring Officer, Democratic Services Manager, CIO and Assets and Commercial Services Manager, Revenue and Benefits Manager, Senior Democratic Services Officer, Democratic Services and Scrutiny Officer.

Apologies for absence were received from Councillors Heseltine and Madeley.

**Start:** 2pm

**Finish:** 2.59pm

The minutes of the Policy Committee meeting held on 3<sup>rd</sup> March 2020 were confirmed as a correct record.

**Minutes for Report**

POL.1061

**DISCRETIONARY BUSINESS GRANT SCHEME**

The Chief Finance Officer (S151 Officer) submitted a report setting out the Council's proposed Discretionary Business Grant Scheme following the recent introduction of the Government measures to support businesses in response to Covid-19 by way of a local scheme.

The Government had introduced a range of measures to support businesses and some of the support packages had been delivered by local government, namely rate relief grant for certain businesses. That first batch of support was aimed at small and rural businesses and businesses in the retail, leisure and hospitality sectors. This had resulted in the Council granting additional rate reliefs worth approximately £9m compared to levels when the Council's budget was set in February and paid 1,936 business grants totalling £22.64m. Members noted that the Council had now paid around 95% of the grants that were deemed to be eligible under the initial grant scheme.

On the 1<sup>st</sup> May 2020, the Secretary of State for Business, Energy and Industrial Strategy (BEIS) announced a local scheme whereby a grant may be made by councils to businesses suffering a fall in income due to Covid-19, that had not qualified for a direct business grant under the initial scheme.

The grant allocation to Craven District Council was a fixed amount of £1.215m determined by Government. In contrast to the initial business grant support scheme, that essentially determined eligibility through the business rates system, the Scheme as now submitted had a wider scope, more variables and allowed an element of local discretion. Guidance required a local scheme to be established which determined how each council would deliver the grant support. Councils had discretion to support businesses beyond the categories defined by BEIS provided mandatory criteria were met.

The range of applicants was not known with certainty and in order to try and provide support as quickly as possible, a fixed two- week application process was opened on 4<sup>th</sup> June 2020 via the Council's website.

The Council's Scheme set out the proposed levels of award and Government had stipulated a cap on grants of £25k per business and that the next level of grant should be £10k or amounts up to £10k. All applications would be validated against the criteria and only paid if the supporting information provided was acceptable. Applicants were also required to self-declare in respect of

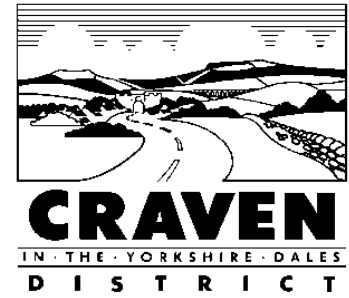
any state aid implications and that they had understood the warnings in respect of deliberate manipulation of the Scheme and fraud. A number of post payment checks would be carried out by the Council's internal audit function (provided by Harrogate BC), matching data from various sources in order to identify potential fraudulent or incorrect payments.

The Chairman and Members of the Committee thanked the Chief Finance Officer as well as the Revenue and Benefits Manager and her team for all their hard work and efforts in identifying eligible businesses and ensuring payments under the other scheme were paid as quickly as possible.

**Resolved** – (1) That, the Craven District Council Discretionary Grant Scheme is approved.

(2) That, delegated authority is given to the Chief Finance Officer, having consulted with the Lead Member for Finance and Leader of the Council, to make further amendments to the Scheme, if required.

Chairman

**Policy Committee – 23<sup>rd</sup> June 2020****Finance Update****Report of the Chief Finance Officer****Lead Member – Financial Resilience, Councillor  
Patrick Mulligan**

Ward(s) affected: All

**1. Purpose of Report**

- 1.1 To give an update on the potential financial implications of the national response to the Covid-19 pandemic and the actions the council has taken and is developing in response.

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

- 2.1 Consider the potential financial impact and to note the actions taken and being developed in response.
- 2.2 To note the additional expenditure approved under emergency delegated powers as part of the council's immediate response. The expenditure will be charged directly to government grant funding.

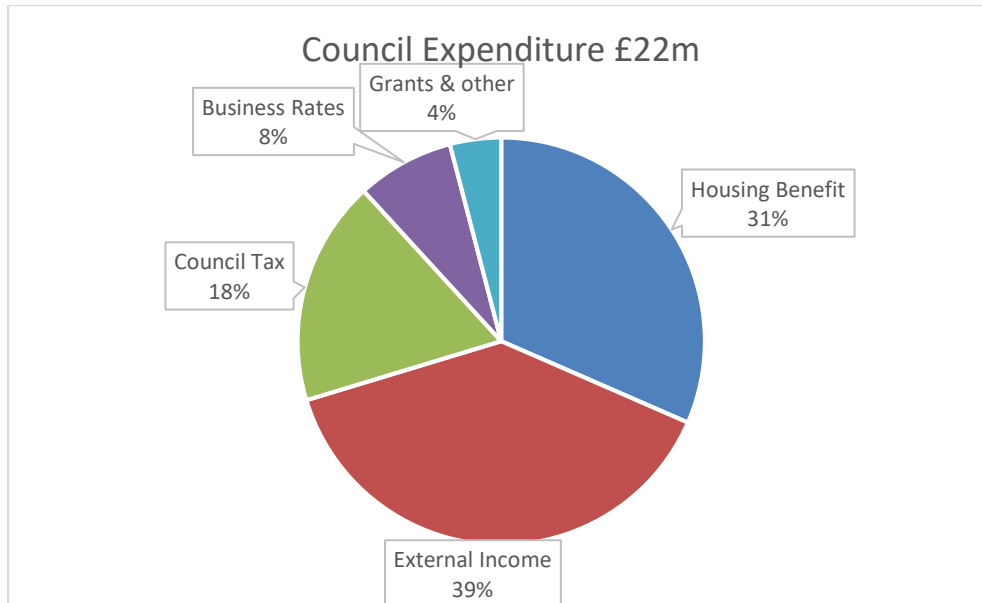
**3. Report**

- 3.1 The national financial implications of dealing with the pandemic are significant and frequently reported. The consequences of 'lockdown' have both a direct and associated impact on the council's financial position and the most significant issues are set out in the following sections of the report covering:

- Income losses
- Funding – Council Tax & Business Rates
- Additional costs
- Government support
- Financial Management Response
- Community & Business Support

- 3.2 The length and degree of lockdown and the speed and extent of recovery are still un-knowns. It is clear however that there will be a financial implication in this and next financial year as a minimum.

- 3.3 Before discussing individual elements, for context, the following summarises the breakdown of how the council's budget is funded: The total cost of the services the council provides is £22.2m and the funding for this is as follows:



### Income Losses

- 3.4 A significant element of the council's funding comes from external income – primarily generated from fees and charges levied for services. The 2020 budget assumed £6.5m would be achieved from charges, with parking and leisure generating over £3m of this. Both income streams have been closed for three months. Trade waste charges have been deferred for three months and other income streams have been affected to varying degrees. Based on actual data from April extrapolated, income levels could be down approximately 40% compared to budgeted levels. However, this is based on one-month's data and is not a robust enough forecast and is being refined every month. While some recovery in income streams is likely to begin over the coming weeks and months, a forecast for the year is difficult to make with certainty but there will be a significant loss.
- 3.5 This is potentially the most significant concern for the council as the proportion of the council's budget funded by fees and charges is relatively high. Ironically, in January 2020, the public sector accounting body (CIPFA), published its annual financial resilience index. On the measure of the proportion of budget funded by fees and charges income, the council's relative position resulted in an assessment of 'very low risk' as the more significant risk was deemed to be reliance on reducing central government funding.

### Council Tax

- 3.6 Council Tax accounts for 18% of the total budget and traditionally collection rates in Craven have been high (98.6% budgeted). The impact on Council Tax collection so far has not been significant. However, there is expected to be an increase in Council Tax Support applications and an increase in accounts in debt over the coming months as economic impacts tighten. Both pose a risk to the level of tax collected. The government has provided Hardship Funding to target further support of £150 to working age tax payers and this will benefit over 1,700 people. Longer term, however, increases in council tax support are

a cost to the local collection fund and reduce the overall amount of tax available to support services. In theory, where Council Tax is raised, it should be payable but the risk is that less tax is paid overall. This will require an increase in bad debt provision in the current year and will manifest as a drop in the budgeted council tax collection rate next year. Based on extrapolations of actuals to date (and compared to national averages) the overall reduction could be around 5%.

### Business Rates

- 3.7 The government has funded significant additional rate relief for businesses in the retail, leisure and hospitality sectors in the current financial year. This amounts to £9m more than was provided before the Budget on 11<sup>th</sup> March and has benefitted around 990 businesses in the district. Having taken account of the additional reliefs, collection of the remainder of rates due could be around 4.5% below the budgeted amount, based on one month's actual data. However, there are many further variables to consider, such as the impact of the wider pool, revaluations, business growth and failure, etc. In a similar way to Council Tax, while in-year collection will be affected, the change to the base or the amount of rates collectable will have a longer lasting impact on the next and future year's funding position, as losses this year will be taken forward through the collection fund. A range of scenarios are to be tested to better understand the potential implications for regional pool members.
- 3.8 A remedy government may want to consider is allowing collection fund deficits to be written off over a longer period, such as five or ten years, rather than a drastic impact on budgets next year.

### Additional Costs

- 3.9 So far, additional costs incurred have not been significant when compared to the income and potential funding losses. One-off costs have been incurred in equipping those staff who needed with laptops to allow homeworking (costing approximately £20k), £10k allocated as community support grants and £5k spent on PPE. The most significant ongoing cost (of approximately £24k per month) is the additional cost of staff redeployments and providing waste collection while maintaining distancing and safety requirements.
- 3.10 Although not strictly additional costs, a further pressure is the risk of achieving savings agreed as part of the budget. Some £178k is linked to income generation in various forms and may be at risk in the current year.

### Government Support

- 3.11 To date, the government has provided two tranches of un-hypothecated funding to support local government. The council received £26k and £565k. It is unclear whether there will be further support and if there is, to what value. The funding received has been notionally allocated to cover additional costs and will contribute to the income losses the council is sustaining. The government requires that a detailed monthly return is completed to show how funding

awarded so far has been allocated, estimated additional costs, income losses, details about the council's cash position, reserves and balances.

- 3.12 Clearly, if all losses and additional costs are funded centrally, then the financial impact to the council will be completely mitigated. However, it seems very unlikely that this will be the case, although, given the potential scale of the problem, it is hoped that further support will be forthcoming. The impact this financial year could be in the range of £2m-£4m, depending on income collection and government support but this is heavily caveated as a projection at this stage.
- 3.13 As well as the budget position, the council also has to manage its day to day cash flow. The reduced revenues received have had a big impact but these have been mitigated by the timing of some government grant payments brought forward and the deferral of payment of the government's share of business rates income.

#### Financial Management Response

- 3.14 There is a significant degree of uncertainty around in-year and future year projections. The financial impact of Covid-19 on the specific areas noted above can only be estimated – informed by activity to date and reasoned judgement. Some income streams may shortly begin to recover but to what extent is not known. Support from government is crucial and will be a major determinant in the further actions the council may have to consider to stabilise its financial position in the medium term.
- 3.15 While the precise financial impact cannot be calculated with certainty at this stage, it is inevitable that there will be an impact. So, proportionate actions need to be taken that do not cause significant long-term damage to the council's financial resilience and ability to deliver services. However, financial resilience will be impacted, given the potential scale, unless further government funding takes up more of the pressure.
- 3.16 Financial plans must be developed that can be as flexible as possible to adapt as the situation changes. At this stage, the council should avoid taking actions that will be detrimental to service provision, though such actions may be unavoidable in the medium term.
- 3.17 The impact on the revenue budget and capital plan will be presented in more detail when Quarter 1 is complete. It is also likely that a revised Medium Term Financial Plan will have to be presented later in the year – although for this to be meaningful, it should be updated when there is greater clarity about the government's response and measures it considers appropriate to support councils – such as further support, allowing deficits to be carried forward through collection funds, options to capitalise losses, etc.
- 3.18 In the shorter term, actions to limit the immediate shortfall are being taken, following a report by the Chief Finance Officer to CLT. It set out the following actions as an initial response and developing recovery strategy:



- Vacancy control – requests to fill vacancies to be approved by CLT
- Instructions to budget holders to review budgets and identify non-essential expenditure that may be deferred (e.g. supplies and services spend)
- Review of all revenue budgets to identify and capture in-year savings and hold centrally in a specific emergency reserve
- The revenue position will be reported at Q1 and if necessary, recommendations to revise elements of the budget will be presented for approval
- Review of all other reserves to recommended potential reallocation
- Plan to draw on general balances in a prudent way if necessary
- Review of the capital plan – to assess viability of schemes, deliverability and funding sources
- An updated capital plan position will be reported at Q1 and any recommendations to amend the Plan will be reported if necessary (i.e. if the review suggests the Plan will fundamentally change)
- A revised Medium Term Financial Plan to be developed and approved
- Given the uncertainty around the forecasts, service cuts should be deferred until a more reliable position is established

#### Community & Business Support

- 3.19 The council has made financial and officer support available to help support community groups. So far, grants totalling £2.8k have supported eight different groups.
- 3.20 The council's payment terms have been temporarily reduced to seven days (from 28) in order to support businesses with cash-flow. This will be reviewed from July.
- 3.21 The most significant financial support has come through two business grant schemes and from additional business rate reliefs. Rate reliefs were extended to cover those with a Rateable Value (RV) below £51k in the retail, leisure and hospitality sectors and the charity sector and this has resulted in reliefs worth around £9.8m being awarded to 990 businesses.
- 3.22 Toward the end of March, a business grant scheme was announced by the Secretary of State for Business, Energy & Industrial Strategy (BEIS) It used the rates system as the means to identify eligibility and to distribute the grants. The grants were either £10k or £25k, depending on the RV of the business premises. The council's allocation of £26.844m was paid on 1<sup>st</sup> April and final detailed guidance published on 2<sup>nd</sup> April. The first payments to businesses were made on 3<sup>rd</sup> April. Weekly updates are provided to BEIS on progress and so far, payments of £23.060m have been made to 1,970 businesses.
- 3.23 On 1<sup>st</sup> May 2020, BEIS the announced the circumstances whereby a grant payment may be made by councils to a business that had not previously qualified for a direct business grant and is suffering a fall in income due to the

Covid-19 pandemic. Funding for the grants is via a fixed allocation to the council £1.215m.

3.24 In contrast to the initial business grant support scheme, which essentially determined eligibility through the business rates system, the discretionary scheme has a wider scope, more variables and allows elements of local discretion to be applied. The government guidance, rightly, requires that a local scheme is established and the Craven scheme was approved by Policy Committee on 16<sup>th</sup> June.

3.25 As the grant funding allocation from government is fixed but that the range of potential applicants is not known with certainty - and in order to try to provide the support to those eligible as quickly as possible, a fixed two-week application process was opened on 4<sup>th</sup> June 2020 via the council's website. As of 12<sup>th</sup> June, 180 applications had been received and are being assessed.

3.26 The council will be required to report progress to BEIS on a weekly basis.

#### **4. Financial and Value for Money Implications**

4.1 A range of financial potential implications are set out within the report.

#### **5. Legal Implications**

5.1 S.151 of the Local Government 1972 requires that the council makes arrangements for the proper administration of its financial affairs.

#### **6. Contribution to Council Priorities**

6.1 Financial stability underpins all council priorities.

#### **7. Risk Management**

7.1 This is a serious situation and is being carefully managed. The range of financial risks is containable within existing total resources within the current year but may require significant changes to and reprioritisation of the council's budget in the medium term. The key factors of the full extent of income losses and the degree of government support are unknown with certainty at this point.

#### **8. Equality Impact Analysis**

8.1 Not applicable to this report.

#### **9. Consultations with Others**

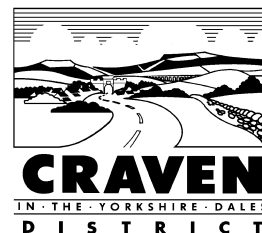
9.1 Regular dialogue is maintained with external auditors. The estimated financial position is updated monthly in returns to MHCLG.

#### **10. Author of the Report**

Richard Weigh, Chief Finance Officer  
E-mail: [rweigh@cravendc.gov.uk](mailto:rweigh@cravendc.gov.uk)

**Policy Committee – 23<sup>rd</sup> June 2020**

**CRAVEN COVID 19 ECONOMIC  
RECOVERY 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**

- 1.1 To set out the emerging Covid 19 Recovery Plan for Craven and seek approval to allocate the Reopening High Streets Safely Fund

2. **Recommendations**

Members are recommended to:

- 2.1 To note the projects identified in the draft Recovery Plan.
- 2.2 Agree to distribute the Reopening High Streets Safely Fund as set out in section 6.1. Allocations of funding will be agreed by the Director of Services in consultation with the Lead Member for Enterprising Craven.
- 2.3 If members are minded to appoint a sub-committee overseeing the Recovery Plan, a report will be brought back to the next Policy Committee.

3. **Background**

- 3.1 The impact of Covid 19 on the Craven economy is forecast to be dramatic with some estimates placing us as the 16<sup>th</sup> worst affected economy in the country. The largest impact is forecast to be in the tourism sector which in Craven is expected to lose 30% of its output in 2020/21 and if this occurs the consequences of will be felt for many years.
- 3.2 Already the impact is being seen in households across the district with an increase in the number of people receiving out of work benefits increasing by 170% in April 2020. As furloughing reduces it is expected that the number of redundancies will increase significantly.
- 3.3 The York and North Yorkshire LEP has led the response to the economic recovery and the emerging approach is to follow the principle of Greener, Fairer, Stronger so that we aim to create something that is stronger and more resilient than before the pandemic. There is an opportunity to capitalise on some of the positive changes

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such as homeworking, working locally and increased walking and cycling and so any recovery plan will need to address both the immediate issues and also the longer term structural issues. The impact of Covid 19 like the impact of Foot and Mouth has fallen on rural tourism so we will require both a more resilient tourism sector but also a more diverse high productivity economy in the future.

## 4.0 The Local Enterprise Partnership Plan

- 4.1 The development of the LEP wide plan needs to be completed by the end of July so the emerging plan is changing frequently as ideas develop and guidance from the Government emerges. The current structure of the Plan is below. It follows the structure of the Local Industrial Strategy in order to reflect the positive aspirations of the Plan and the long term nature of the recovery.
- 4.2 There is no new money at present to support the recovery plans but it is expected that through the devolution process that resources will be forthcoming so it is therefore important that we play an active role in the development and implementation of the Recovery Plan.

| <b>Place &amp; Infrastructure</b>   | <b>People and Community</b>  |
|---|--|
| <i>Ensure that our places thrive in the post Covid world by redefining their role and improving their quality, functionality and resilience.</i>  | <i>Create and support new forms of employment, learning and community cohesion that help make life better, and fairer, for everyone</i>  |
| By addressing the challenges and opportunities of <ul style="list-style-type: none"> <li>• Reconfiguring the high street and commercial property</li> <li>• Step change in Digital infrastructure</li> <li>• Safe and sustainable transport and travel</li> <li>• Clean, connected, affordable housing</li> </ul> | By addressing the challenges and opportunities of <ul style="list-style-type: none"> <li>• Tackling unemployment</li> <li>• Adapting training and learning</li> <li>• Addressing economic inequality, low pay and deprivation</li> <li>• Capitalising on community cohesion and resilience.</li> </ul> |
| <b>Business and Innovation</b>  | <b>Land Use and Environment</b>  |
| <i>Support businesses to survive Covid-19 and to adapt, innovate and prosper to deliver a greener, fairer, stronger economy.</i>  | <i>Stimulate job creation and business growth by accelerating the transition to a greener, carbon negative, region.</i>  |
| By addressing the challenges and opportunities of <ul style="list-style-type: none"> <li>• Supporting businesses to adapt and innovate</li> <li>• Tackling the challenges faced in sectors such as tourism</li> <li>• Accelerating growth of businesses that deliver Good Growth</li> </ul>                       | By addressing the challenges and opportunities of <ul style="list-style-type: none"> <li>• Prioritising green business growth</li> <li>• Investing in low carbon resilient infrastructure</li> <li>• Investing in landscapes and natural environments</li> </ul>                                       |

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## 5.0 Craven Local Recovery Actions

5.1 Following the same structure, below is the draft Craven Recovery Plan. The Plan aims to set out actions that are immediate – fast track – through to longer term structural changes – rebuild and growth.

5.2 It is clear that as the LEP wide plan is developed new opportunities will emerge and we may decide to take advantage of these schemes.

| <b>Themes</b>                     | <b>Actions</b>   | <b>Description</b>   |
|-----------------------------------|--|--|
| <b>Fast Track</b>                 |  |  |
| <b>Place &amp; Infrastructure</b> | <ul style="list-style-type: none"> <li>Increase pedestrian access in towns and villages</li> </ul>             | <ul style="list-style-type: none"> <li>To pedestrianise Skipton High Street and make Coach Street more pedestrian friendly on market days</li> <li>Provide space for social distancing in the centre of Settle, Grassington, Cross Hills, Ingleton and Bentham</li> <li>NYCC proactively reviewing the situation to identify locations that require revised road and pavement layouts</li> </ul> |
| <b>People and Community</b>       |  |  |
| <b>Business and Innovation</b>    | <ul style="list-style-type: none"> <li>Signposting to sector advice</li> </ul>                                 | <ul style="list-style-type: none"> <li>New website page linking to the latest guidance.</li> </ul>   |
| <b>Land Use and Environment</b>   |  |  |
| <b>Stabilisation</b>              |  |  |
| <b>Place &amp; Infrastructure</b> | <ul style="list-style-type: none"> <li>Support unemployed</li> </ul>   | <ul style="list-style-type: none"> <li>To ensure that those who become unemployed do not find themselves unemployed in the long term</li> </ul>  |
| <b>People and Community</b>       | <ul style="list-style-type: none"> <li>New licences in Skipton, Settle and other towns and villages</li> </ul> | <ul style="list-style-type: none"> <li>To introduce entertainment and alcohol licences across Craven to enable hospitality businesses to open and maintain social distancing</li> </ul>  |
| <b>Business and Innovation</b>    | <ul style="list-style-type: none"> <li>Business advice for innovation and growth</li> </ul>                    | <ul style="list-style-type: none"> <li>Work with business support agencies to employ an advisor and/or training packages to support business to consumer firms.</li> </ul>   |
| <b>Land Use and Environment</b>   |  |  |

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|                                   |   |   |
|-----------------------------------|---|---|
| <b>Rebuild and Growth</b>         |   |   |
| <b>Place &amp; Infrastructure</b> | <ul style="list-style-type: none"> <li>Broadband access in towns</li> </ul>   | <ul style="list-style-type: none"> <li>Work with the private sector to bring hyper fast broadband backhaul to all of Craven's towns</li> <li>Install Wi-Fi network in Skipton, Settle, Bentham, South Craven and Grassington centres.</li> </ul>  |
| <b>People and Community</b>       |   |   |
| <b>Business and Innovation</b>    | <ul style="list-style-type: none"> <li>Tourism destination partnership and plan Home working/Co working Hubs</li> <li>Develop an Innovation District</li> <li>Home working/Co working Hubs</li> </ul> | <ul style="list-style-type: none"> <li>Reconstitute the Yorkshire Dales Tourism Partnership with Richmondshire and the Yorkshire Dales National Park</li> <li>Develop a Tourism Action Plan</li> <li>A 10-year programme of supporting the high productivity business development through high quality space, business support and training.</li> <li>Develop turnkey offices, co-working facilities and shared meeting rooms in town centre such as above the shop conversions.</li> </ul> |
| <b>Land Use and Environment</b>   | <ul style="list-style-type: none"> <li>Walking and cycling infrastructure in towns</li> </ul>   | <ul style="list-style-type: none"> <li>To create comprehensive walking and cycling infrastructure to enable a move away from car transport</li> </ul>   |

### 6. Reopening High Streets Safely Fund

6.1 The Government has provided Craven DC with £50,000 to support the reopening of towns. The eligible activity that can be supported by the fund is restricted for example any direct support to a business is ineligible. It is proposed that we use this fund to support three key areas:

- Business support to retailers, hospitality and tourism businesses - £20,000
- Support service settlements to fund costs such as signage - £4,000 per town
- Establish entertainment and alcohol licences across Craven - £6,000

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6.2 A range of actions have been carried out to date to support the reopening of the economy. These include:

- Pedestrianised Skipton High Street on market days
- Established an advice web page
- Held a future tourism development meeting between Craven, Richmondshire and YDNPA
- Reviewing licenses in towns and villages to support hospitality businesses to social distance

### 7. **Overseeing the Economic Recovery**

7.1 In order to oversee both the short and long term implementation of the Recovery Plan of the Craven economy it is proposed to establish a sub-committee of the Policy Committee. The established of a sub-committee must follow the criteria below.

- Policy Committee to set clear Terms of Reference, which will set out the powers of the sub-committee;
- Those powers must involve decision-making, including recommendations, on the subject specified;
- Not to impinge on the primary work of Select (policy/strategy development and review).
- Membership of a sub-committee is limited to seven, drawn from across the Council to ensure that most appropriate members are able to serve on the sub-committee.

7.2 If Members are minded to establish a sub-committee then a report will be brought to the next Policy Committee setting out the Terms of Reference, the decision making powers and selection process.

### 8. **Implications**

#### **Financial Implications**

8.1 The proposed distribution of the Reopening High Streets Safely Fund is set out in section 6.1. Further financial implications arising from this Plan will be the subject of subsequent reports on the individual actions.

#### **Legal Implications**

8.2 There are no legal implications arising from this report.

### 9. **Contributions to Corporate Priorities**

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The proposals in this report support the Council priority of “Greener Craven” and “Enterprising Craven”.

### **10. Risk Management**

10.1 There are no risks arising from this project.

### **11. Consultation with Others**

### **12. Appendices**

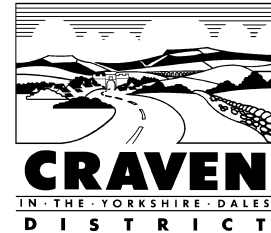
None

### **13. Author of the Report**

David Smurthwaite, Strategic Manager, Planning and Regeneration  
dsmurthwaite@[cravenc.gov.uk](mailto:dsmurthwaite@cravenc.gov.uk) 01756 706409



## Policy Committee – 23<sup>rd</sup> June 2020



# Amendment to Terms of Reference for Craven Spatial Planning Sub-Committee

Report of the Strategic Manager for Planning and Regeneration

Ward(s) affected: All wards wholly or partly outside the Yorkshire Dales National Park

1. **Purpose of Report** – To present revised terms of reference for Craven Spatial Planning Sub-Committee to reflect adoption of the Craven Local Plan and future reviews, and to address recent changes to spatial planning legislation. To present a Scheme of Delegation to Officers relating to the designation of Neighbourhood Plan areas.
  
- 2 **Recommendations** – Members are recommended to:
  - 2.1 Agree the revised terms of reference for Craven Spatial Planning Sub Committee as set out in appendix A to this report (changes are in bold print)
  - 2.2 Grant delegated authority to the Strategic Manager for Planning and Regeneration in relation to the designation of Neighbourhood Plan areas as set out within the Scheme of Delegation to Officers at Appendix C.
  
3. **Report**
  - 3.1 Members may recall that this committee reappointed Craven Spatial Planning Subcommittee at a meeting held on the 24<sup>th</sup> July 2018. The terms of reference of this subcommittee were shown in an appendix to the July 2018 report. The existing Craven Spatial Planning Sub Committee terms of reference are set out at appendix B to this report.
  
  - 3.2 Since 2018 the Craven Local Plan (2012-2032) has been adopted and there has been a number of changes to spatial planning regulations. It is therefore considered that the existing terms of reference for the Council's Spatial Planning Sub Committee now requires updating to reflect the following changes and future areas of spatial planning work:
    - The adopted Craven Local Plan and work relating to future reviews
    - Local Plans – Updated Regulations
    - Local Development Scheme
    - Planning policy guidance relating to masterplans required by local plan policy
    - Community Infrastructure Levy (CIL) – Updated Regulations
    - Neighbourhood Planning – Updated Regulations.

Each of these changes are considered in turn below.

## **Adopted Craven Local Plan & work relating to future reviews**

- 3.3 The existing terms of reference for Craven Spatial Planning Sub Committee refer to the preparation of the Local Development Framework. Members are aware that Craven District Council has prepared a Local Plan, which was adopted in November 2019. Paragraph 33 of the NPPF requires policies in local plans to be reviewed to assess whether they need updating at least once every five years and then should be updated as necessary. Therefore, it is proposed that the terms of reference for Craven Spatial Planning Sub Committee are revised to allow the subcommittee to deal with aspects of review and monitoring of the adopted Craven Local Plan.

## **Local Plans – Updated Regulations**

- 3.4 Part (a) (i) of the existing terms of reference refer to the Town and Country Planning (Local Development) (England) Regulations 2004. These regulations were amended in 2012 and 2017. Part 6 of these regulations deal with the process of preparing local plans. It is proposed therefore that the existing terms of reference at a) (i) are revised to include reference to The Town and Country Planning (Local Development) (England) Regulations 2012, as amended in 2017, and any amendments made in any successor regulations (see appendix A).

## **Local Development Scheme**

- 3.5 The Council's Local Development Scheme (LDS) sets out a programme to produce key planning policy documents, that will form part of the development plan for Craven. It also sets out a programme of other documents that relate to and support the adopted Craven Local Plan, including supplementary planning documents, the Authority Monitoring Report etc. The existing terms of reference for the subcommittee do not refer to the Council's LDS. Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires the LDS to be made publicly available and kept up to date. As the LDS relates to spatial planning work, it is considered reasonable to revise the existing terms of reference in this respect. It is proposed therefore that an additional term of reference is added as a new point (c) within the terms of reference to include consideration and approval of updates to the LDS as they are required and prepared. Please note that following the suggested inclusion of a new point (c), the lettering of the subsequent terms require revision. These revisions are highlighted in bold in appendix A.

## **Planning policy guidance relating to masterplans required by local plan policy**

- 3.6 The existing terms of reference, at d) enables the subcommittee to consider and approve planning guidance for development management purposes. A number of policies within the adopted Craven Local Plan require the preparation of masterplans, which form planning guidance. It is considered appropriate, therefore, to update the terms of reference in this respect. It is proposed that the existing terms of reference be revised at existing term d) (retitled term (e)) to include consideration and approval of updates to masterplans as they are required by local plan policy save where such guidance constitutes a Supplementary Planning Document (see appendix A).

# AGENDA ITEM 7

## **Community Infrastructure Levy (CIL) – Updated Regulations**

- 3.7 Part (f) of the existing terms of reference refer to CIL and publication of a charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010. These regulations were amended in 2019, therefore it is proposed therefore that the existing terms of reference be revised at existing term (f) (retitled term (g)) to include reference to Regulation 3 of The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) or as defined by any successor regulations (see appendix A).

## **Neighbourhood Planning – Updated Regulations**

- 3.8 Part (g), (h) & (i) of the existing terms of reference refer to the Neighbourhood Planning (General) Regulations 2012. These regulations were amended in 2015, 2016 & 2017. The amended 2016 Regulations require a local planning authority to designate a neighbourhood area where an application is received from a parish council and relates to the whole of a parish council's area. If an application is received from a parish council but does not relate to the whole of a parish council's area there is a requirement for the authority to publicise the application for a period of public consultation. It is proposed therefore that the existing terms of reference be revised at existing terms (g), (h) & (i) (retitled (h), (i) & (j)) to include reference to these amendment regulations or defined in any successor regulations (see appendix A). It is recommended (see 2.2 above) that delegated authority is granted to the Strategic Manager for Planning and Regeneration in relation to the designation of Neighbourhood Plan areas to allow the chairman of the subcommittee and the relevant ward member to be consulted of any neighbourhood area designations made when a neighbourhood area application relates to the specific situations set out within the Scheme of Delegation to Officers included at Appendix C.
- 3.9 In order to reflect the adopted Craven Local Plan, future spatial planning policy work relating to review and monitoring of the Craven Local Plan, updated spatial planning legislation and the need to update the Council's Local Development Scheme members are recommended to approve the recommendations set out at section 2 of this report.

## **4. Implications**

- 4.1 **Financial and Value for Money (vfm) Implications** – None arising directly from this report.
- 4.2 **Legal Implications** – Approval of the revised terms of reference for the Council's Spatial Planning Subcommittee, as set out at appendix A of this report will allow the subcommittee to consider and approve specific elements of spatial planning work that is required to meet the statutory obligations set out in law via the Planning and Compulsory Purchase Act 2004 and associated Regulations.
- 4.2 **Contribution to Council Priorities** – The adopted Craven Local Plan, its review and subsequent updates and the preparation of any other local plan documents will contribute to all the Council's priorities.

## AGENDA ITEM 7

- 4.4 **Risk Management** – Preparation of the Craven Local Plan, its review and subsequent updates, and associated spatial planning work is a statutory requirement under the Planning and Compulsory Purchase Act 2004 and associated Regulations. A central component of achieving these requirements is the timely preparation and approval of local plan documents and work by Craven Spatial Planning Subcommittee. If the revised terms of reference are not approved, there would be a risk of delay in approving future spatial planning work and in meeting the statutory obligations set out in law.
- 4.5 **Equality Impact Assessment** - None required
5. **Consultations with Others** – Legal Services, Financial Services, Democratic Services.
6. **Access to Information: Background Documents** – None
7. **Author of the Report** – Ruth Parker; telephone 01756 706232; e-mail rparker@cravenc.gov.uk

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

8. **Appendices**  
Appendix A – Revised Terms of Reference for Craven Spatial Planning Subcommittee  
Appendix B - Existing terms of Reference for Craven Spatial Planning Subcommittee.  
Appendix C – Scheme of Delegation to Officers Relating to the Designation of a Neighbourhood Plan Area.

Appendix A – Revised Terms of Reference for Craven Spatial Planning Subcommittee

- (a) To deal with all aspects of preparation **and review of the Craven Local Plan** up to the key decision stages set out below:
- (i) Development Plan Document – up to, but not including final approval of the Publication Document (published for formal consultation before submission to the Secretary of State for examination in public) as defined in Regulation 19 of the Town and Country Planning (Local Development) **(England) Regulations 2012** (as amended in **2017**) or as defined in any successor regulations.
  - (ii) Supplementary Planning Document – up to and including approval of a draft for public consultation.
- (b) To act as an initial reference point to provide feedback and input into emerging documents up to Publication stage.
- (c) To consider and approve updates to the Local Development Scheme as they are required and prepared.**
- (d) To receive and accept evidence base reports for the **review of the Craven Local Plan** as they are completed.
- (e) To consider and approve Planning Guidance, including masterplans required by local plan policy save where such guidance constitutes a Supplementary Planning Document.**
- (f) To provide an arena for discussion and response to regional and subregional initiatives which have implications for spatial planning in Craven.
- (g) Community Infrastructure Levy – To deal with all aspects of preparation of the Community Infrastructure Levy Charging Schedule up to, but not including final approval of the Publication charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended by Regulation 3 of The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) or as defined by any successor regulations.**
- (h) Neighbourhood Planning (moved to Officer Scheme of Delegation) –
- (i) To designate neighbourhood plan areas where the local planning authority receive a neighbourhood area application from a parish council and the area does not relate to the whole of a parish council’s area and publish the same for consultation subject to the Officer Scheme of Delegation.**
- (j) To undertake any other function of the LPA as may be required in connection with production, submission and publication of Neighbourhood Plans under the the Neighbourhood Planning (General) Regulations 2012 **(as amended in 2015, 2016, 2017)** and the Neighbourhood Planning Act 2017 or any regulations made thereunder.

## APPENDIX B: Existing terms of reference for Craven Spatial Planning Subcommittee

- (a) To deal with all aspects of preparation of Local Development Framework documents up to the key decision stages set out below:
  - (i) Development Plan Document – up to, but not including final approval of the Publication Document (published for formal consultation before submission to the Secretary of State for examination in public) as defined in Regulation 25 of the Town and Country Planning (Local Development) Regulations 2004 (as amended in 2008) or as defined in any successor regulations.
  - (ii) Supplementary Planning Document – up to and including approval of a draft for public consultation.
- (b) To act as an initial reference point to provide feedback and input into emerging documents up to Publication stage.
- (c) To receive and accept evidence base reports for the Local Development Framework as they are completed.
- (d) To consider and approve Planning Guidance for Development Control purposes.
- (e) To provide an arena for discussion and response to regional and sub-regional initiatives which have implications for spatial planning in Craven.
- (f) Community Infrastructure Levy – To deal with all aspects of preparation of the Community Infrastructure Levy Charging Schedule up to, but not including final approval of the Publication charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended in 2011).
- (g) Neighbourhood Planning – To designate neighbourhood plan areas under the Neighbourhood Planning (General) Regulations 2012 and publish the same for consultation.
- (h) To grant delegated authority to the Strategic Manager for Planning and Regeneration to determine valid neighbourhood area applications where no comments are received during the publication period.
- (i) To grant delegate authority to the Strategic Manager for Planning and Regeneration to determine and designate neighbourhood area applications, in consultation with the Chair of this Sub Committee and relevant ward members where comments are received during the publication period.
- (j) To consider any issues arising out of the above in the event that there is not consensus between the Chair, Ward Members and Officers.
- (k) To undertake any other function of the LPA as may be required in connection with production submission and publication of Neighbourhood Plans under the Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning Act 2017 or any regulations made thereunder.

## Appendix C - Scheme of Delegation to Officers

To **grant delegated authority to the Strategic Manager for Planning and Regeneration to designate neighbourhood plan areas where the local planning authority receive a neighbourhood area application from a parish council and the area specified consists of the whole of a parish council's area** under the Neighbourhood Planning (General) Regulations 2012 (as amended in **2015, 2016, 2017**) or as defined in any successor regulations. **The Chairman of this Sub Committee and the relevant ward member will be consulted on such designations.**

**To designate neighbourhood plan areas where the local planning authority receive a neighbourhood area application from a parish council and the area does not relate to the whole of a parish council's area and publish the same for consultation subject to the Officer Scheme of Delegation.**

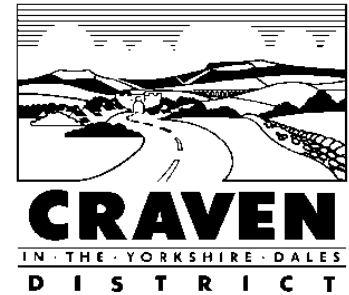
(i) To grant delegated authority to the Strategic Manager for Planning and Regeneration to determine valid neighbourhood area applications where no comments are received during the publication period. **The Chairman of this Sub Committee and the relevant ward member will be informed of such designations.**

(ii) To grant delegate authority to the Strategic Manager for Planning and Regeneration to determine and designate neighbourhood area applications, in consultation with the Chair of this Sub Committee and relevant ward members where comments are received during the publication period.

(iii) To consider any issues arising out of the above in the event that there is not consensus between the Chair, Ward Members and Officers.

**Policy Committee –**  
23<sup>rd</sup> June 2020

**Summary of decisions taken by the Chief Executive during the COVID-19 outbreak**



**Report of the Solicitor to the Council (Monitoring Officer)**

**Lead Member for Internal Services, Councillor Brockbank**

**Ward(s) affected: All**

1. **Purpose of Report** – to inform the Committee of the urgent decisions made by the Chief Executive during the coronavirus (COVID-19) pandemic.
2. **Recommendations** – Members are recommended to:
  - 2.1 Note the urgent decisions made by the Chief Executive (or his authorised deputy) between the 26<sup>th</sup> March 2020 and 1<sup>st</sup> June 2020, as set out in paragraph 3.6 of the report.
3. **Report**
  - 3.1 On the 16<sup>th</sup> March 2020, the Government announced social distancing measures to limit the spread of the coronavirus COVID-19. These measures were extended on the 23<sup>rd</sup> March and meetings of the Council and its Committees were subsequently suspended.
  - 3.2 The Council's Scheme of Delegation to Officers provides for the Chief Executive to ***“take any action necessary, including incurring expenditure, in the event of an emergency or disaster in Craven”***. Clearly, a declared pandemic is an emergency and it has been necessary for the Chief Executive to exercise this emergency power.
  - 3.3 A formal emergency decision-making procedure was established to ensure that appropriate Members and Statutory Officers were consulted before the Chief Executive made his decision. The decision and the reason(s) for it were formally recorded, reported to all Members and also published on the Council website. However, once the Council was able to convene meetings again, details of the decisions made under these emergency arrangements were to be reported to Policy Committee.



- 3.4 On the 4<sup>th</sup> April 2020 the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force. These Regulations enable meetings of the Council and its Committees to take place remotely while social distancing rules prevent meetings taking place in person.
- 3.5 On the 21<sup>st</sup> May 2020, the Chief Executive, using his emergency power, approved the adoption of a Remote Meetings Protocol.
- 3.6 Set out below is a list of the decisions made by the Chief Executive (or his authorised deputy), which would ordinarily have been made by this Committee.

| Date                        | Decision   |
|-----------------------------|--|
| 26 <sup>th</sup> March 2020 | 2020 Coronavirus Micro Grant Scheme;   |
| 27 <sup>th</sup> March 2020 | Pay & Display Car Parking Charges (temporary suspension of charges);   |
| 26 <sup>th</sup> May 2020   | Pay & Display Car Parking Charges (re-introduction of charges with exceptions);  |
| 1 <sup>st</sup> June 2020   | Temporary closure of Skipton High Street to assist in ensuring social distancing can be safely maintained (request to NYCC); |
| 1 <sup>st</sup> June 2020   | LA Discretionary Grants Fund – Craven scheme opening of application process.   |

#### **4. Financial and Value for Money Implications**

- 4.1 There are no financial implications arising directly from the report.

#### **5. Legal Implications**

- 5.1 These are set out in the body of the report.

#### **6. Contribution to Council Priorities**

- 6.1 Not applicable.

#### **7. Risk Management**

- 7.1 Not applicable.

#### **8. Equality Impact Analysis**

- 8.1 Not applicable.

**9. Consultations with Others**

- 9.1 Members as detailed in the individual decision records and Statutory Officers (where appropriate).

**10. Background Documents**

- 10.1 Decision records are available on the Council website.

**11. Appendix**

None.

**12. Author of the Report**

Annette Moppett, Solicitor to the Council (Monitoring Officer)  
Telephone: 01756 706325  
E-mail: amoppett@cravenc.gov.uk

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